

USER MANUAL CDS

(Document 27e)

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1 Module Overview

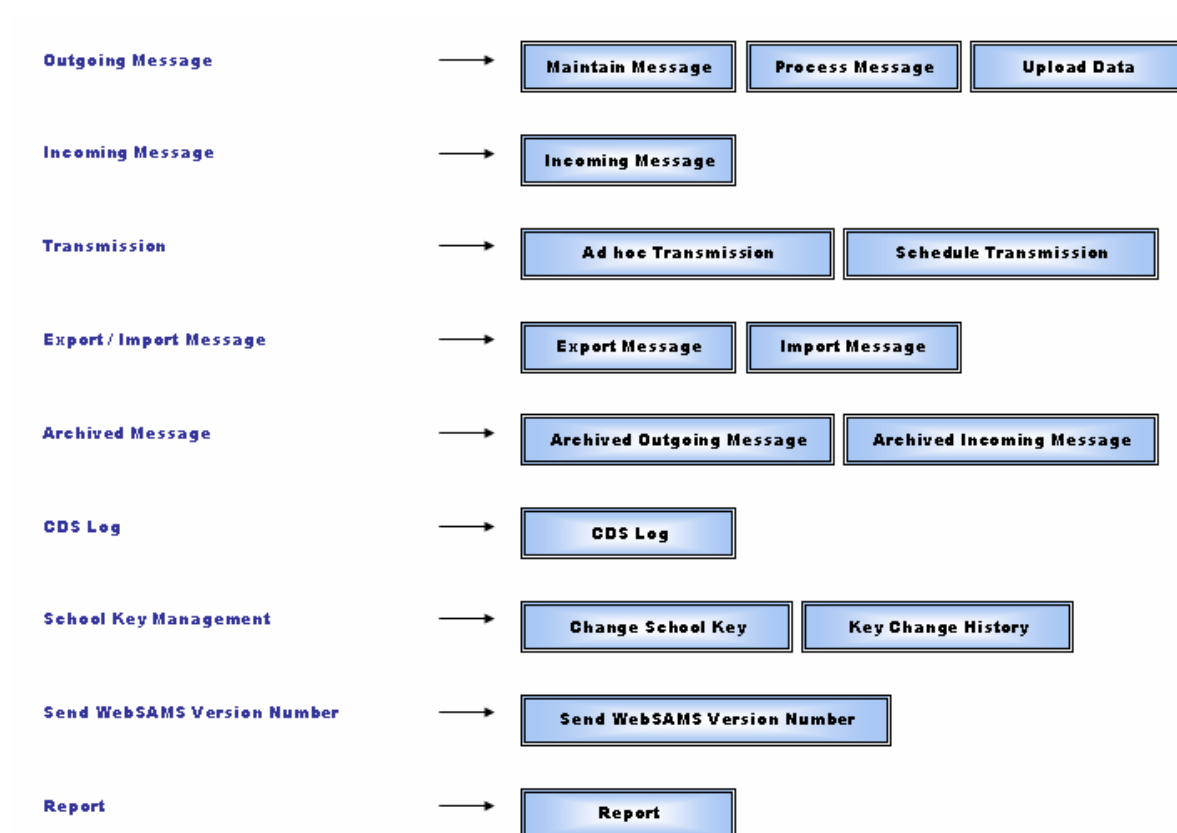
1.1 Introduction

1.1.1 Objective

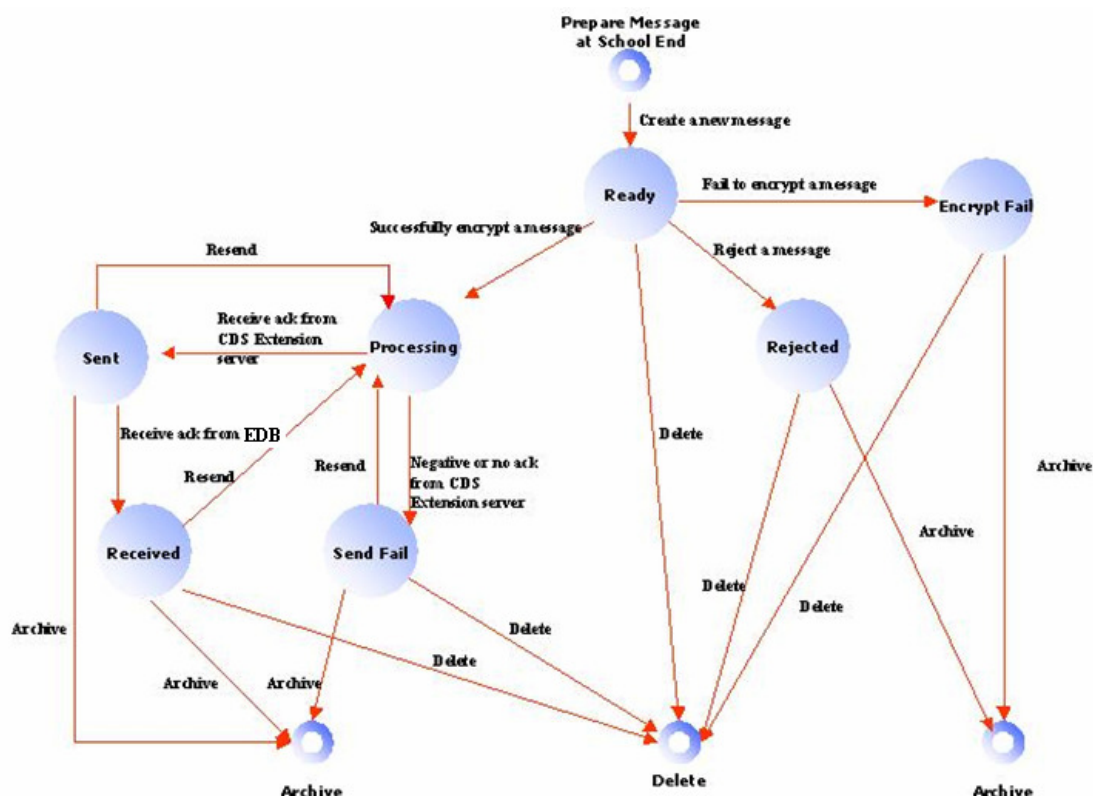
Communication and Delivery System Module is designed to provide data exchange among EDB, Schools and Third Parties. This document provides knowledge on Communication and Delivery System Module functions and the corresponding procedural guide.

1.2 Function Chart

CDS Function Overview



Message Status Change Cycle for Outgoing Message

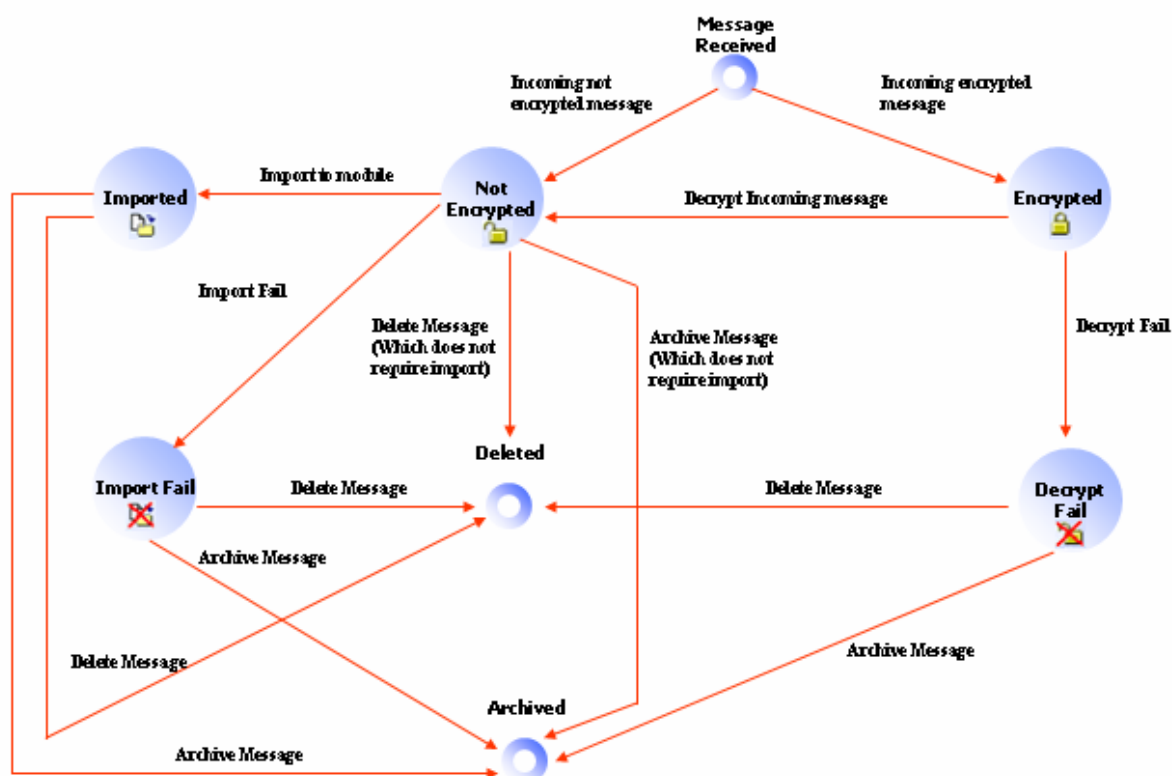


Message Status Access Right Summary

	Message Status	Function						
		MODIFY	ARCHIVE	DELETE	RESEND	ENCRYPT	EXPORT	REJECT
1	READY	*Y		*Y		Y		*Y
2	PROCESSING							
3	ENCRYPT FAIL		Y	Y				
4	SENT		Y		Y			
5	SEND FAIL		Y	Y	Y		Y	
6	REJECTED		Y	Y				
7	RECEIVED		Y	Y	Y			

1. Only CDS prepared messages can be modified and deleted when it is in “Ready” Message Status. For the Module Specific Data Communication prepared messages, users can also modify the School Reference and Priority fields.
2. Only Module Specific Data Communication prepared messages can be rejected when it is in “Ready” Message Status

Message Status Change Cycle for Incoming Message



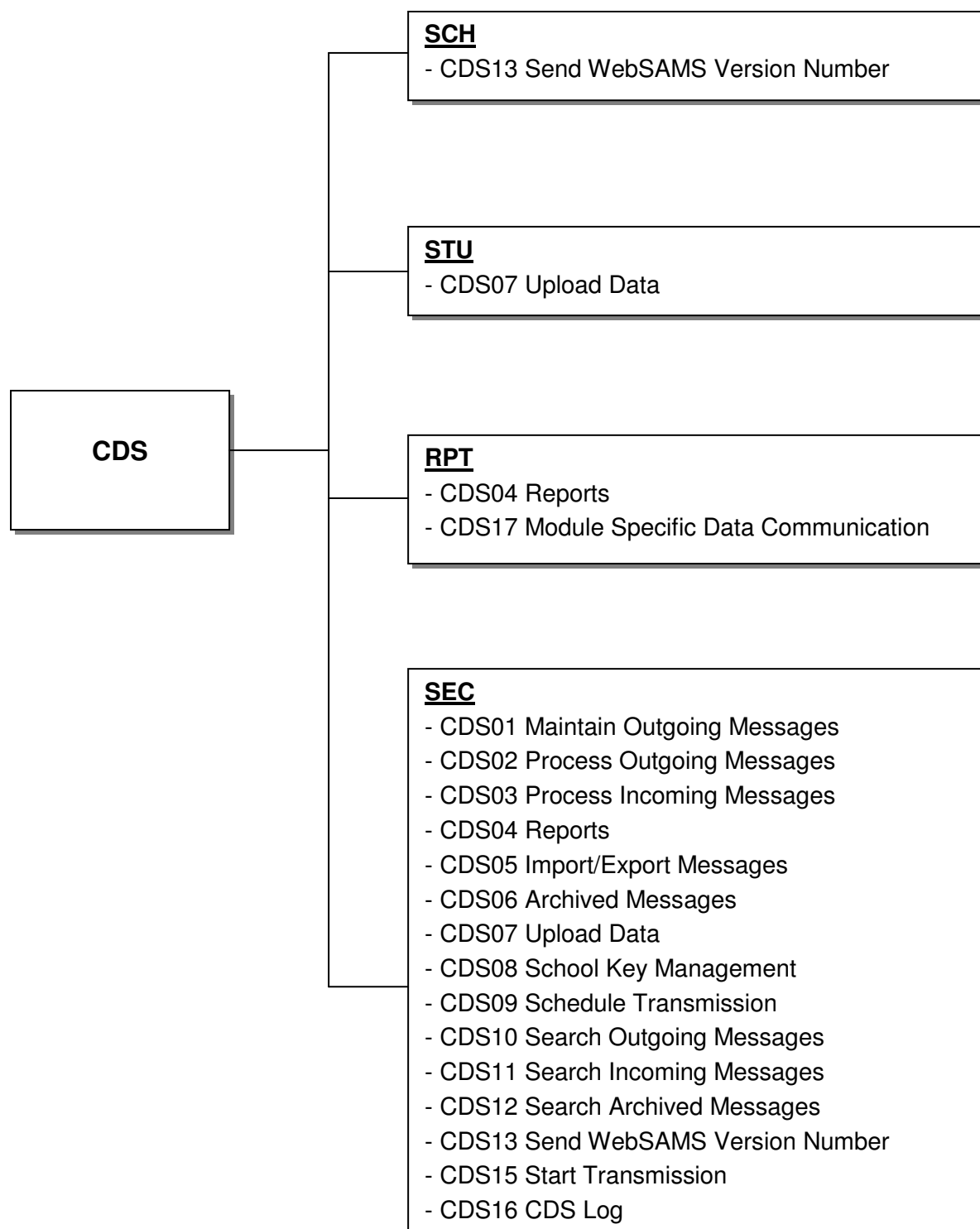
Message Status Access Right Summary











	Message Status	Function			
		Archive	Delete	Decrypt	Reply
1	Encrypted			Y	
2	Not Encrypted	*Y	*Y		Y
3	Decrypted Fail	Y	Y		Y
4	Imported	Y	Y		Y
5	Import Fail	Y	Y		Y

Note (*):

Please ensure that import of a “Not Encrypted” message into other modules is done before performing the “Archive” or “Delete” function.

1.4 Interactions with other modules



-  **CDS01 - Maintain Outgoing Message**
 - SEC
 - Read ACL on CDS_ADMIN
-  **CDS02 - Process Outgoing Messages**
 - SEC
 - Read ACL on CDS_ADMIN
-  **CDS03 - Process Incoming Messages**
 - SEC
 - Read ACL on CDS_ADMIN
-  **CDS04 - Reports**
 - RPT
 - Depend on the RPT API to generate all CDS reports
 - SEC
 - Read ACL on CDS_ADMIN
-  **CDS05 - Import/Export Messages**
 - SEC
 - Read ACL on CDS_ADMIN
-  **CDS06 - Archived Messages**
 - SEC
 - Read ACL on CDS_ADMIN
-  **CDS07 - Upload Data**
 - STU
 - Depend on backend Student API for the verification of the Data File Uploaded
 - SEC
 - Read ACL on CDS_ADMIN
-  **CDS08 - School Key Management**
 - SEC
 - Read ACL on CDS_ADMIN
-  **CDS09 - Schedule Transmission**
 - SEC
 - Read ACL on CDS_ADMIN
-  **CDS10 - Search Outgoing Messages**
 - SEC
 - Read ACL on CDS_ADMIN



CDS11 - Search Incoming Messages

- SEC
 - Read ACL on CDS_ADMIN



CDS12 - Search Archived Messages

- SEC
 - Read ACL on CDS_ADMIN



CDS13 - Archived Messages

- SCH
 - To get the SCRN using school API
- SEC
 - Read ACL on CDS_ADMIN



CDS15 - Start Transmission

- SEC
 - Read ACL on CDS_ADMIN



CDS16 - CDS Log

- SEC
 - Read ACL on CDS_ADMIN



CDS17 - Module Specific Data Communication

- RPT
 - Depend on the backend RPT API to generate all reports for other modules via Data Comm API.

2 Operation Procedures

2.1 Notification

Display notification messages when EDB sends notification messages to remind users in selected user groups to perform important tasks.

2.1.1 Maintain Notification



Function Description

After logging in, the system will display the notification message page when there is any notification message for users.




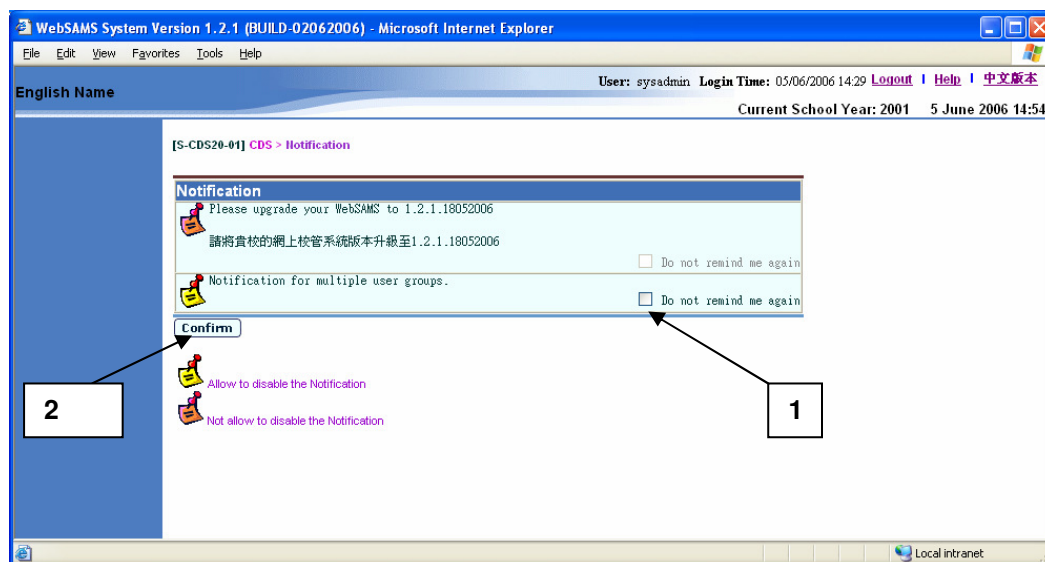
Pre-requisites

N/A



User Procedures

1. Users can disable the messages marked with symbol  "Allow to disable the Notification" by selecting the "Do not remind me again" check box.
2. Click [Confirm] button to go to the school calendar page.




Post-effects

Disabled messages will not be shown again when users login next time.



Notes

Only messages marked with symbol “ Allow to disable the Notification” can be disabled.

2.2 Outgoing Message

2.2.1 Maintain Outgoing Message

Maintain Outgoing Message allows users to view and perform operations on outgoing messages.

Add New Outgoing Message



Function Description

Users can add a new outgoing message as well as attach files to it, if necessary.



Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can add new messages.



User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Maintain Message” page, click the **[Add]** button.

The screenshot shows a web browser window titled "Add New Outgoing Message - Microsoft Internet Explorer". The address bar shows the path "[S-CDS01-02] CDS > Outgoing Message > Maintain Message". The main content area contains a form titled "Add New Outgoing Message". The form has several sections: "Description" with a large text input area; "Subject (Code) Type (Code)" with a dropdown menu; "Party" with a text input field; "School Reference" with a text input field; "Priority" with radio buttons for "Normal" and "Urgent"; and "File Attachment" with a text input field and a "Browse..." button. At the bottom of the form are buttons for "Reset", "Save", and "Close". Annotations with arrows point to specific fields: "Must be filled in" points to the "Description" field, "Attach file" points to the "File Attachment" field, and "6" points to the "Save" button.

4. A new window, "Add New Outgoing Message" window will pop out. Fill in all the mandatory fields (Description and Subject (Code) Type (Code)) indicated in bold red labels.
5. Attachments can be added by clicking the **[Browse]** button and select a file from local computer. Afterwards, click the **[Add File]** button to add it to the message.
6. Click the **[Save]** button to add the new message.



Post-effects

N/A



Notes

Party will change depending on the **Subject (Code) Type (Code)** selected.

View Outgoing Message Detail

Function Description

Users can view the details of an outgoing message in the “Maintain Message” page.



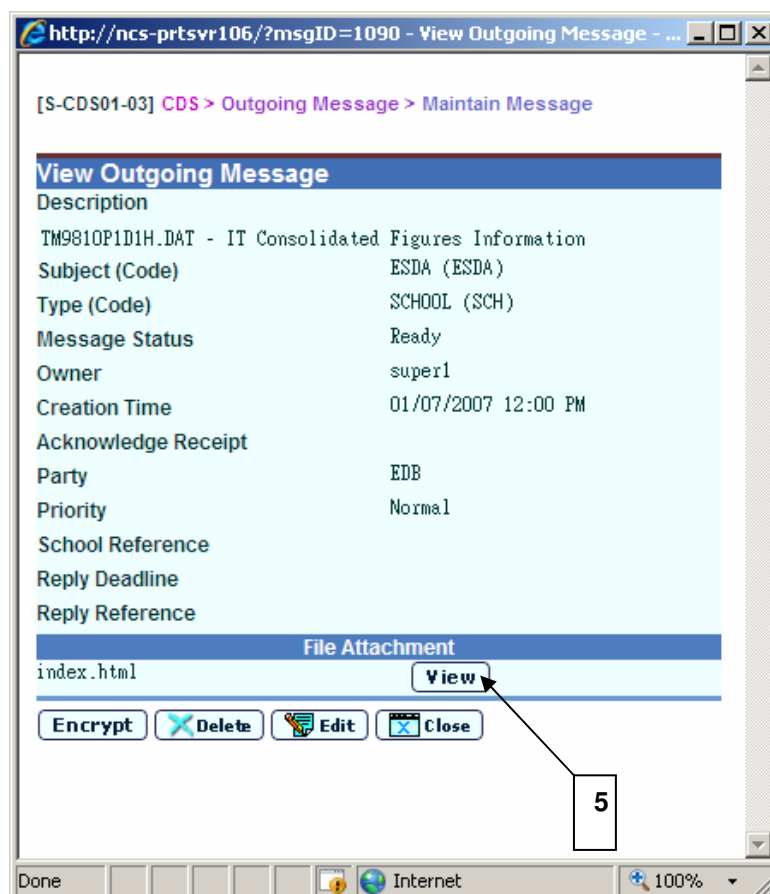
Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can view details of a particular message



User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Maintain Message” page, click on the hyperlink under **Message Description** to view details of the selected message.



4. A new window, “View Outgoing Message” window, will pop out showing details of the selected outgoing message.
5. Click the **[View]** button to view or download the attached files if any.

 Post-effects

N/A


 Notes

Function buttons on the “View Outgoing Message” window might vary from message to message depending on the message status and function access control.

Modify Outgoing Message

 Function Description

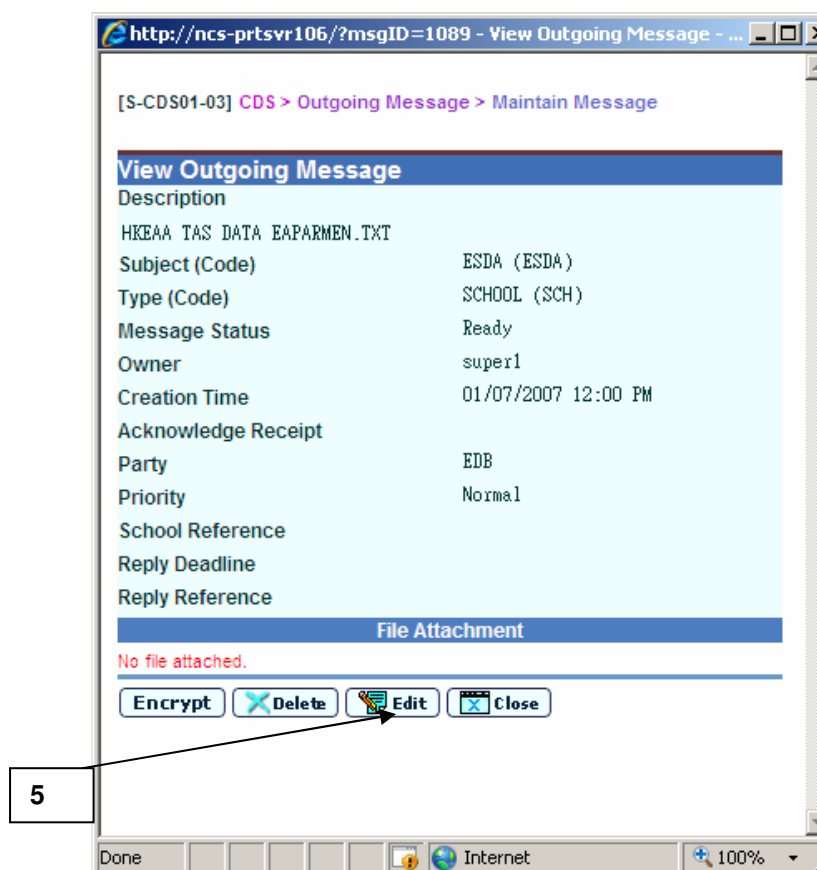
Users can modify an outgoing message if its message status is ‘**Ready**’.

 Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can modify a particular message.
2. Users can only modify the School Reference and Priority for a Module Specific Data Communication prepared message.

 User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Maintain Message” page, click on the hyperlink under **Message Description** to select an outgoing message to modify.



4. A new window, “View Outgoing Message” window, will pop out.
5. Click the **[Edit]** button to modify the message.

http://ncs-ptsrv106/?description=HKEAA%20TAS%20...

[S-CDS01-04] CDS > Outgoing Message > Maintain Message

Modify Outgoing Message

Description
Testing Msg

Subject(Code) Type(Code) ESDA(ESDA) SCHOOL(SCH)

Party
EDB

School Reference

Priority
☒ Normal
☐ Urgent

File Attachment
index.html
 Add File Delete File Browse...

7

Must be filled in

Attach file

6. Modify the values of the fields accordingly. For example, by highlighting a file in 'Outgoing File Attachment' and click the **[Delete File]** button, it is able to remove the files from the message.

7. Click the **[Save]** button to save the changes.



Post-effects

Creation Date / Time of the message will be updated after modified.



Notes

Description of reply message cannot be modified.

Delete Outgoing Message



Function Description

Users can delete an outgoing message if its message status is '**Ready**', '**Encrypt Fail**', '**Send Fail**', '**Rejected**' or '**Received**'.



Pre-requisites

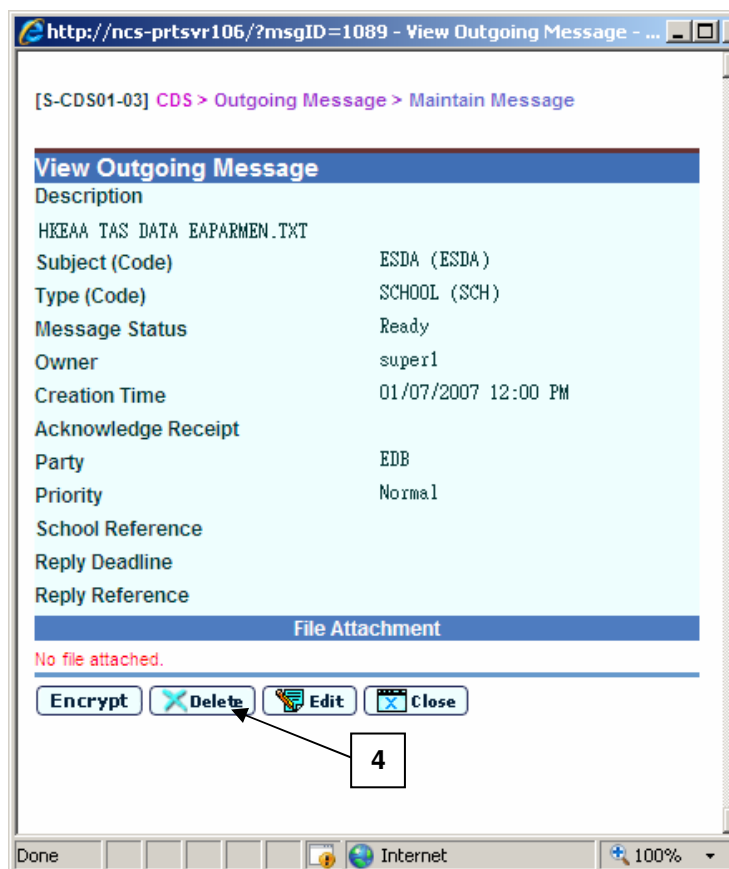
1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete a particular message.
2. This function does not apply for a Module Specific Data Communication prepared message when the message status is '**Ready**'.



User Procedures

Single Delete

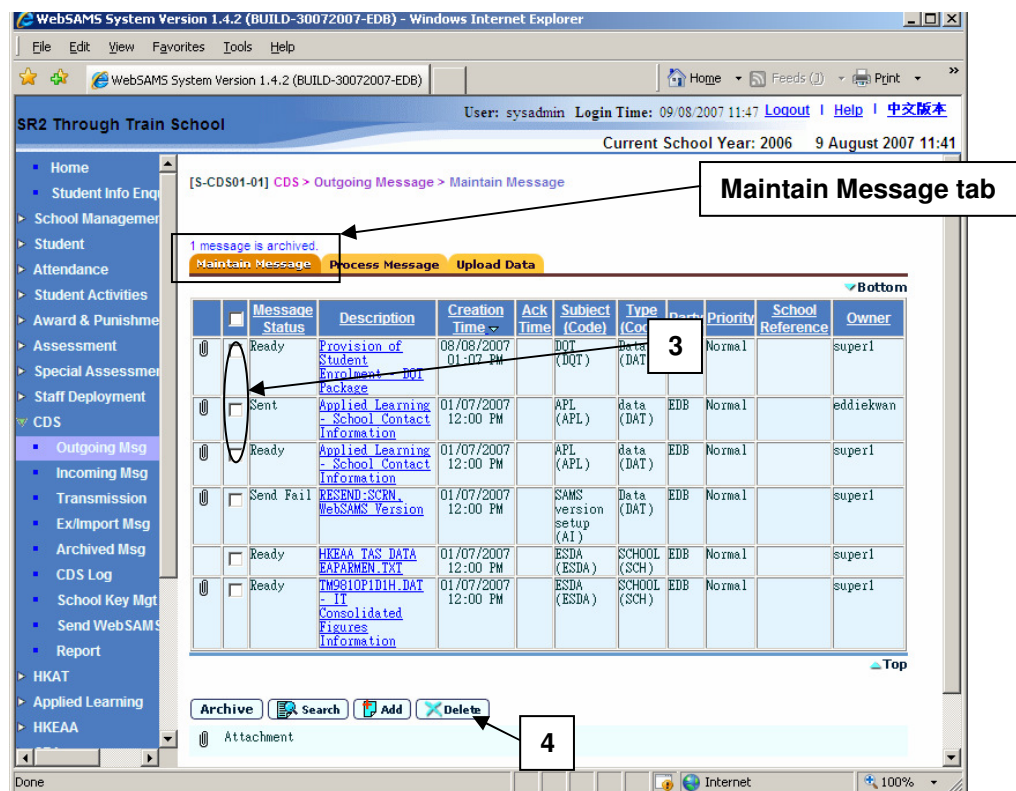
1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the "Maintain Message" page, click on the hyperlink under **Message Description** to select an outgoing message to delete.



4. A new window, "View Outgoing Message" window, will pop out. Click the **[Delete]** button to delete the message.

Batch Delete

1. Click [CDS] → [Outgoing Message] on the left menu.
2. Click the **Maintain Message** tab.



3. In the "Maintain Message" page, select those messages to be deleted by clicking the check boxes on the left.
4. Click the **[Delete]** button to delete the messages.



Post-effects

N/A



Notes

N/A

Resend Outgoing Message

Function Description

Users can resend an outgoing message if its message status is '**Sent**', '**Send Fail**' or '**Received**'.



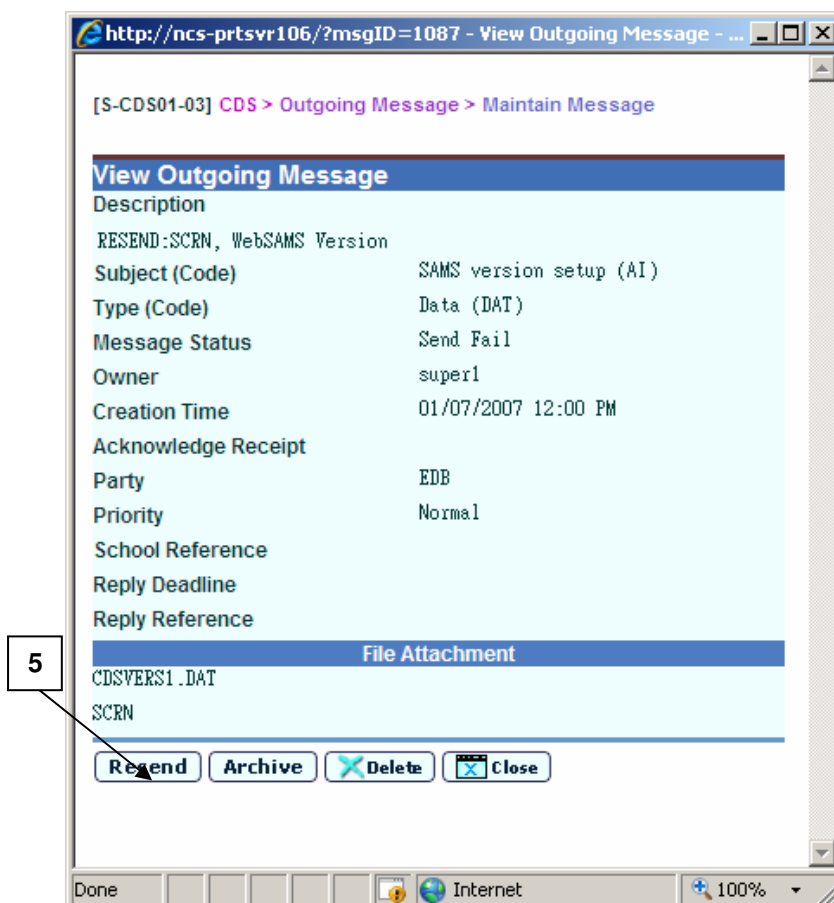
Pre-requisites

Only CDS / WebSAMS Administrators and users with the "Encrypt" function access right can resend a particular message.



User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the "Maintain Message" page, click on the hyperlink under **Message Description** to view the outgoing message.



4. A new window, "View Outgoing Message" window, will pop out showing details of the selected outgoing message.
5. Click the **[Resend]** button to resend the message.



Post-effects

A new message will be created in “Maintain Message” page for the message being resent which can be access via **[CDS] → [Outgoing Message]** on the left menu.



Notes

N/A

Search Outgoing Message



Function Description

Users can perform search operation on outgoing messages.



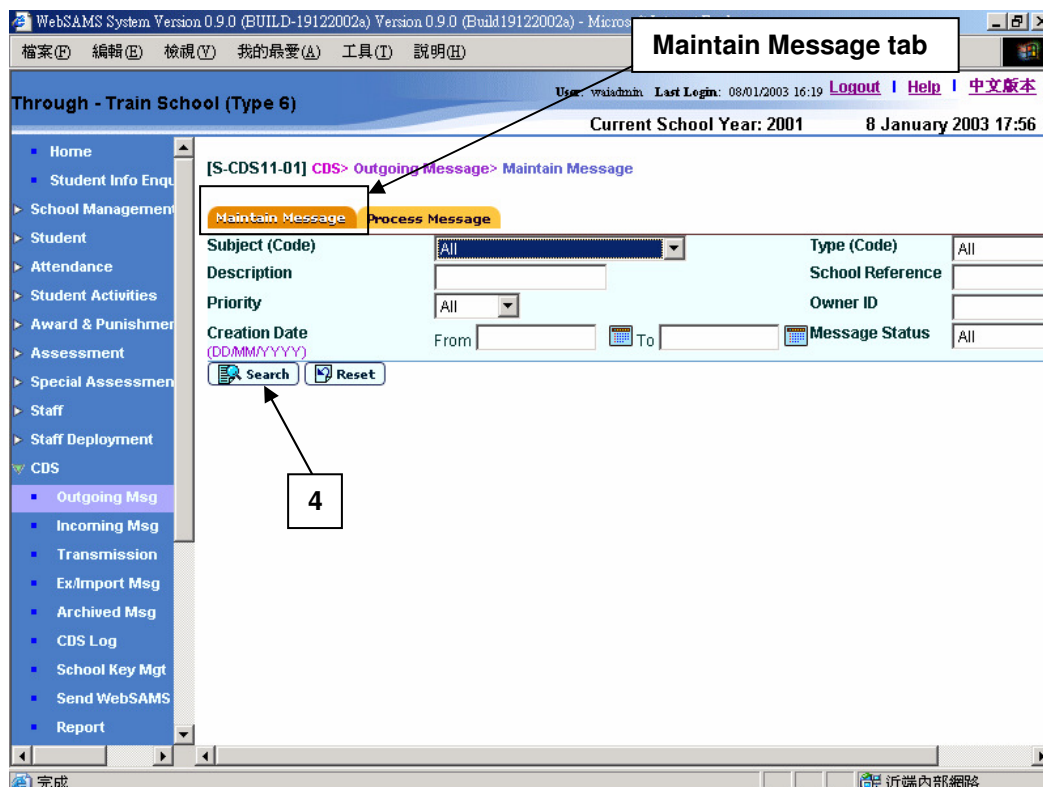
Pre-requisites

Only CDS / WebSAMS Administrators and users with the “View” function access right can perform search operation.



User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Maintain Message” page, click the **[Search]** button to go to the search page.



4. Enter the search criteria and click the **[Search]** button to start searching.



Post-effects

N/A



Notes

1. Search will be performed using “AND” condition.
2. Users can browse through the search results displayed below the search criteria entry fields and select an outgoing message from the list for other operation.
3. Users can sort the search results by clicking on the headings of the result list.

Archive Outgoing Message



Function Description

Users can archive an outgoing message if its message status is '**Encrypt Fail**', '**Sent**', '**Send Fail**', '**Rejected**' or '**Received**'.



Pre-requisites

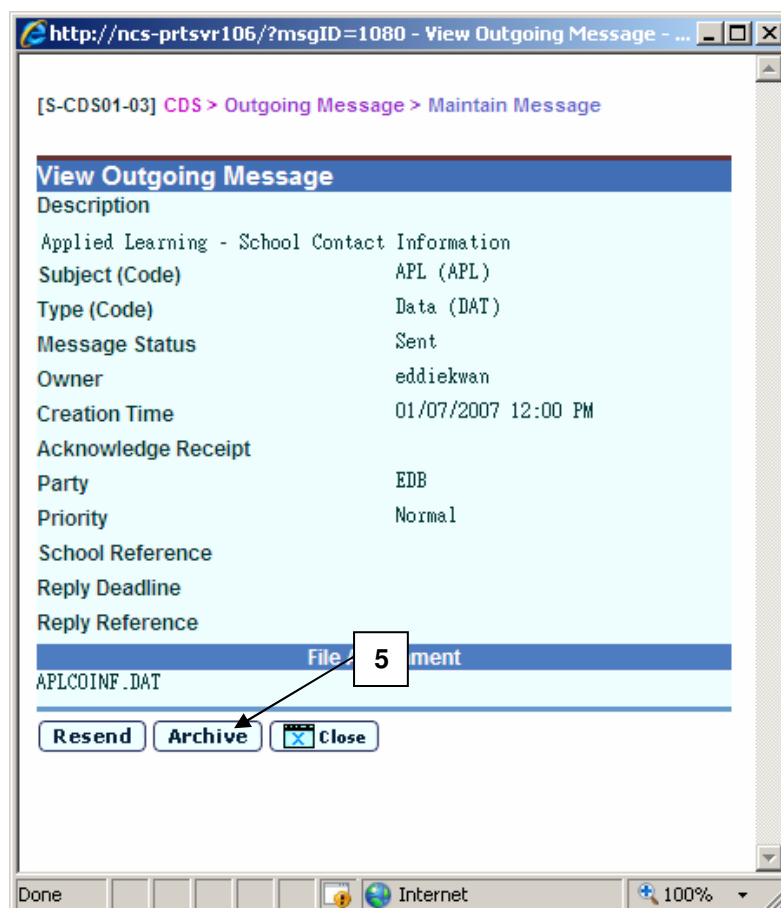
Only CDS / WebSAMS Administrators and users with the appropriate function access right can archive a particular message.



User Procedures

Single Archive

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the "Maintain Message" page, click on the hyperlink under **Message Description** to view the outgoing message.



4. A new window, "View Outgoing Message" window, will pop out showing details of the selected outgoing message.
5. Click the **[Archive]** button to archive the message.

Batch Archive

1. Click **[CDS]** → **[Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.

The screenshot shows the WebSAMS System Version 1.2.1 (BUILD-31072006-STD) in Microsoft Internet Explorer. The left sidebar menu has 'CDS' expanded, showing 'Outgoing Msg' selected. The top navigation bar has 'Maintain Message' selected. The main content area displays a table of messages with columns: Message Status, Description, Creation Time, Ack Time, Subject (Code), Party, Priority, School Reference, and Owner. Callout box 3 points to the 'Message Status' column, and callout box 4 points to the 'Archive' button at the bottom of the table.

Message Status	Description	Creation Time	Ack Time	Subject (Code)	Party	Priority	School Reference	Owner
Received	School 1023 - Exam Entries for 2003 HKEAA	06/02/2003 05:43 PM	06/02/2003 06:00 PM	HKEAA/School AL (EAAL)	HKEAA	Normal		hkealwp
Sent	School 1023 - Exam Entries for 2003 HKEAA	25/01/2003 10:14 AM		HKEAA/School CE (EACE)	HKEAA	Normal		hkealwp
Rejected	School 1023 - Exam Entries for 2003 HKEAA	25/01/2003 10:12 AM		HKEAA/School CE (EACE)	HKEAA	Normal		hkealwp
Received	School 1023 - Exam Entries for 2003 HKEAA	24/01/2003 03:02 PM	24/01/2003 04:00 PM	HKEAA/School CE (EACE)	HKEAA	Normal		khhsang
Received	School 1023 - Exam Entries for 2003 HKEAA	23/01/2003 05:03 PM	23/01/2003 06:00 PM	HKEAA/School AL (EAAL)	HKEAA	Normal		hkealwp
Received	School 1023 - Exam Entries for 2003 HKEAA	20/01/2003 02:52 PM	20/01/2003 03:01 PM	HKEAA/School AL (EAAL)	HKEAA	Normal		hkealwp

Archive Search Add Delete

Note: If the message status of a particular message(s) is 'sing' over 30 minutes,

3. In the "Maintain Message" page, select those messages to be archived by clicking in the check boxes on the left.
4. Click the **[Archive]** button to archive the messages.



Post-effects

N/A



Notes

N/A

2.2.2 Process Outgoing Message

Process Outgoing Message allows users to submit messages from School to EDB / HKEAA.

View Outgoing Message Detail

Function Description

Users can view details of an outgoing message in the “Process Message” page.



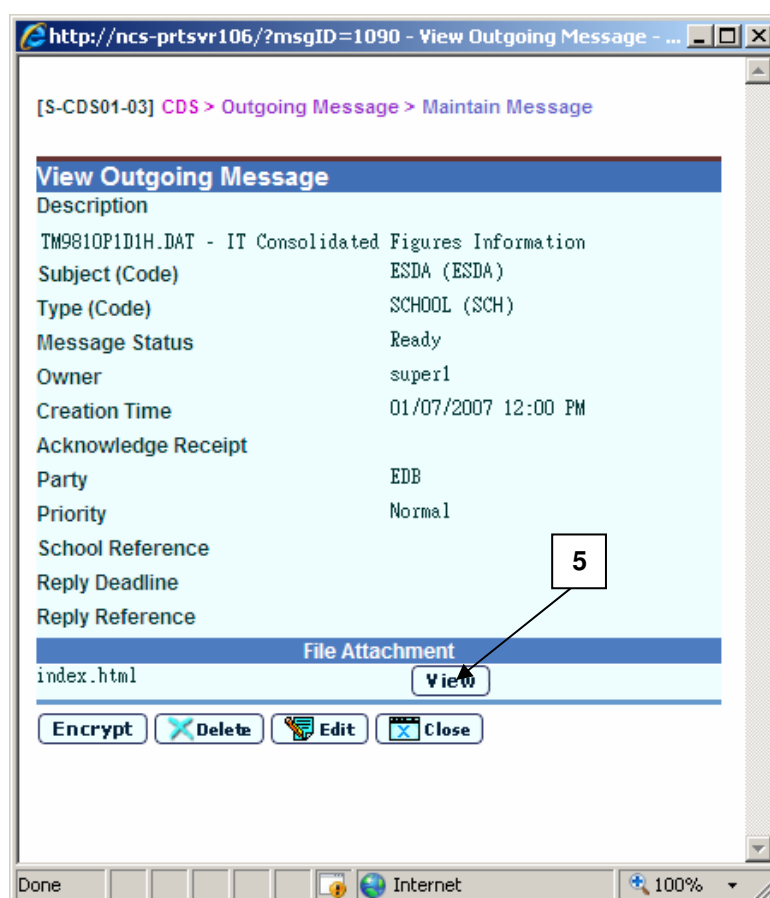
Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can view details of a particular message.



User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Process Message** tab.
3. In the “Process Message” page, click on the hyperlink under **Message Description** to view the outgoing message.



4. A new window, “View Outgoing Message” window, will pop out showing details of the selected outgoing message.
5. By clicking the **[View]** button of an attachment, it is able to view / save the attachment.



Post-effects

N/A



Notes

Function buttons on the “View Outgoing Message” window might vary from message to message depending on the message status and the function access right.

Modify Outgoing Message



Function Description

Users can modify an outgoing message if its message status is **‘Ready’**.



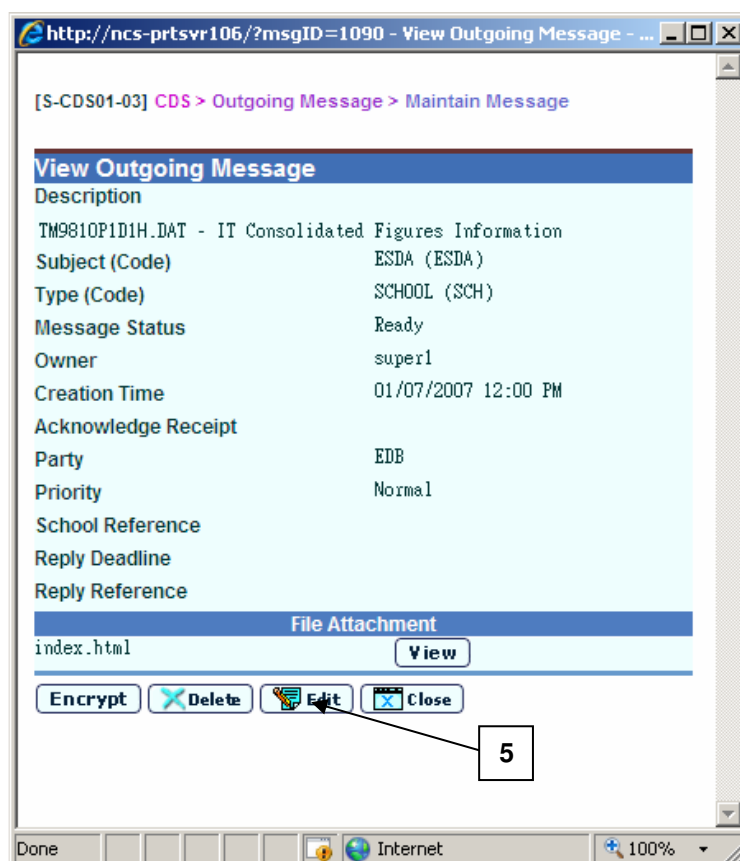
Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can modify a particular message.
2. Users can only modify the School Reference and Priority for a Module Specific Data Communication prepared message.



User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Process Message** tab.
3. In the “Process Message” page, click on the hyperlink under **Message Description** to view an outgoing message.



4. A new window, "View Outgoing Message" window, will pop out.
5. Click the **[Edit]** button to modify the message.

The screenshot shows a web browser window with the URL `http://ncs-ptsrvr106/?description=HKEAA%20TAS%20...`. The page title is "[S-CDS01-04] CDS > Outgoing Message > Maintain Message". The main form is titled "Modify Outgoing Message". It contains several fields and buttons:

- Description:** A text area containing "Testing Msg". An arrow points to this field with the annotation "Must be filled in".
- Subject(Code) Type(Code):** A dropdown menu showing "ESDA(ESDA) SCHOOL(SCH)".
- Party:** A text field containing "EDB".
- School Reference:** An empty text field.
- Priority:** Radio buttons for "Normal" (selected) and "Urgent". A box with the number "7" has an arrow pointing to the "Normal" radio button.
- File Attachment:** A text area containing "index.html".
- Buttons:** "Reset", "Save", "Close", "Add File", "Delete File", and "Browse...". An arrow points to the "Browse..." button with the annotation "Attach file".

The browser's status bar at the bottom shows "Internet" and "100%".

6. Modify the values of the fields accordingly. For example, by highlighting a file in 'Outgoing File Attachment' and click the **[Delete File]** button, it is able to remove the file from message.
7. Click the **[Save]** button to save the changes.



Post-effects

Creation Date / Time of the messages will be updated after modified.



Notes

Description of reply message cannot be modified.

Delete Outgoing Message



Function Description

Users can delete an outgoing message if its message status is '**Ready**', '**Encrypt Fail**', '**Send Fail**', '**Rejected**' or '**Received**'.



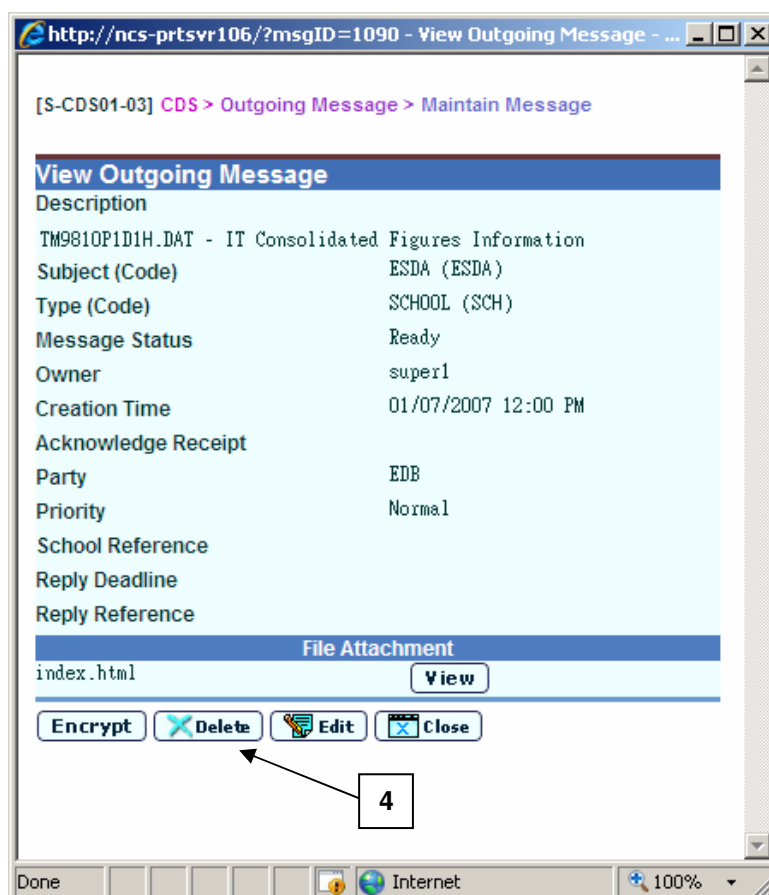
Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete a particular message.
2. This function does not apply to a Module Specific Data Communication prepared message when its message status is '**Ready**'.



User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Process Message** tab.
3. In the "Process Message" page, click on the hyperlink under **Message Description** to view an outgoing message.



4. A new window, "View Outgoing Message" window, will pop out. Click the **[Delete]** button to delete the message.



Post-effects

N/A



Notes

N/A

Encrypt Outgoing Message



Function Description

Users can encrypt a “Ready” outgoing message with an effective school key.



Pre-requisites

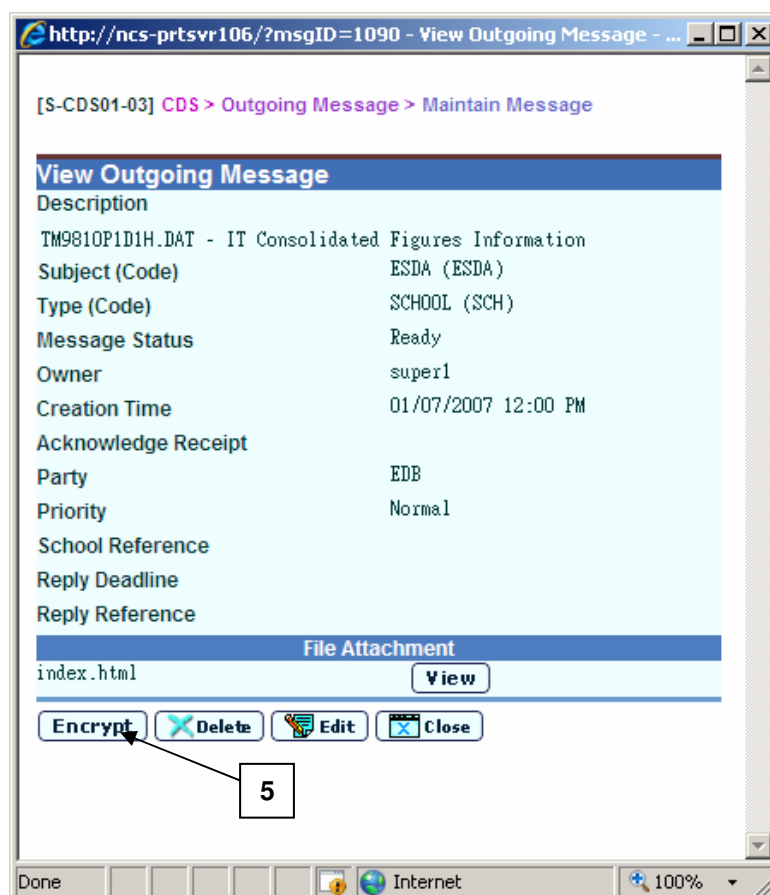
Only CDS / WebSAMS Administrators and users with the appropriate function access right can encrypt a particular message with an effective school key.



User Procedures

Single Encrypt

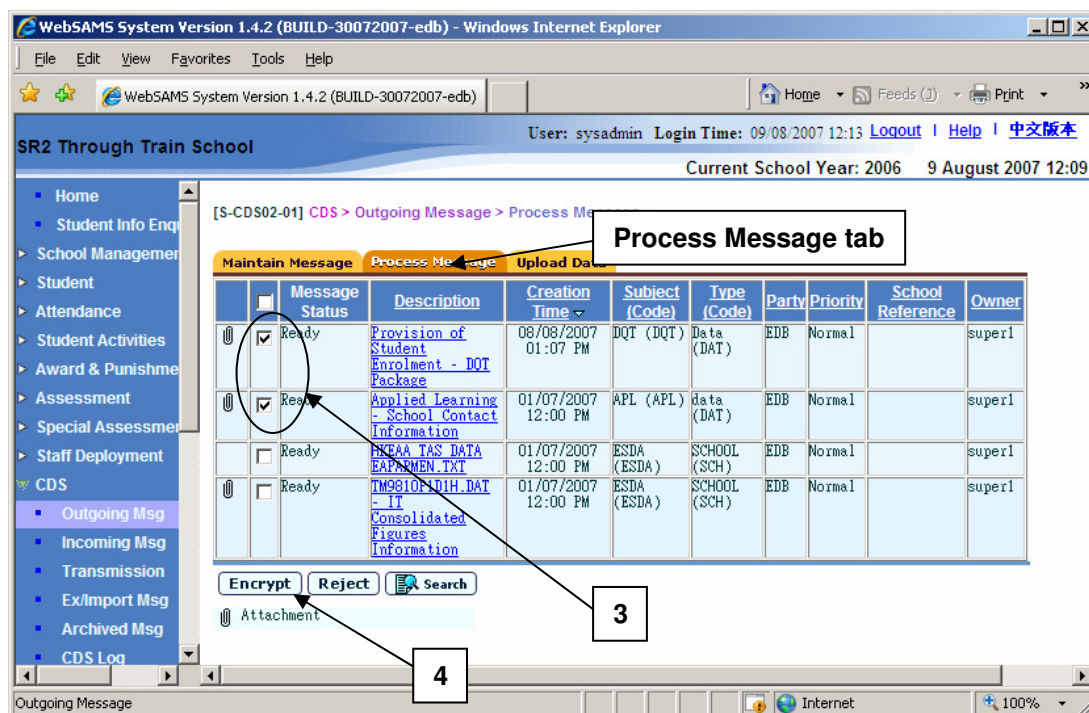
1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Process Message** tab.
3. In the “Process Message” page, click on the hyperlink under **Message Description** to view the outgoing message.



4. A new window, “View Outgoing Message” window, will pop out showing details of the selected outgoing message.
5. Click the **[Encrypt]** button to encrypt the message.

Batch Encrypt

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Process Message** tab.
3. In the "Process Message" page, select those messages to be encrypted by clicking in the check boxes on the left.



4. Click the **[Encrypt]** button to encrypt the messages.



Post-effects

1. The message status will change from "Ready" to "Processing" while encrypting the message.
2. A backend Transmission will be triggered.
3. Then, it will change to "Sent" when transmission is successfully completed.
4. The status will finally change to "Received" once an acknowledgement is received from the EDB that the message has already arrived EDB-end CDS.



Notes

1. Please allow a few minutes interval between each batch or individual encryption of messages as a transmission will be triggered for each encryption process.
2. As such, if an existing transmission is running at the backend, the transmission being triggered will be ignored.
3. The attached files encrypted with the school private key cannot be viewed anymore. Only the message summary, i.e. Message Description, Subject & Type, etc. can be seen.

Reject Outgoing Message



Function Description

Users can only reject a data communication message generated by other modules, but not for messages prepared via CDS functions.



Pre-requisites

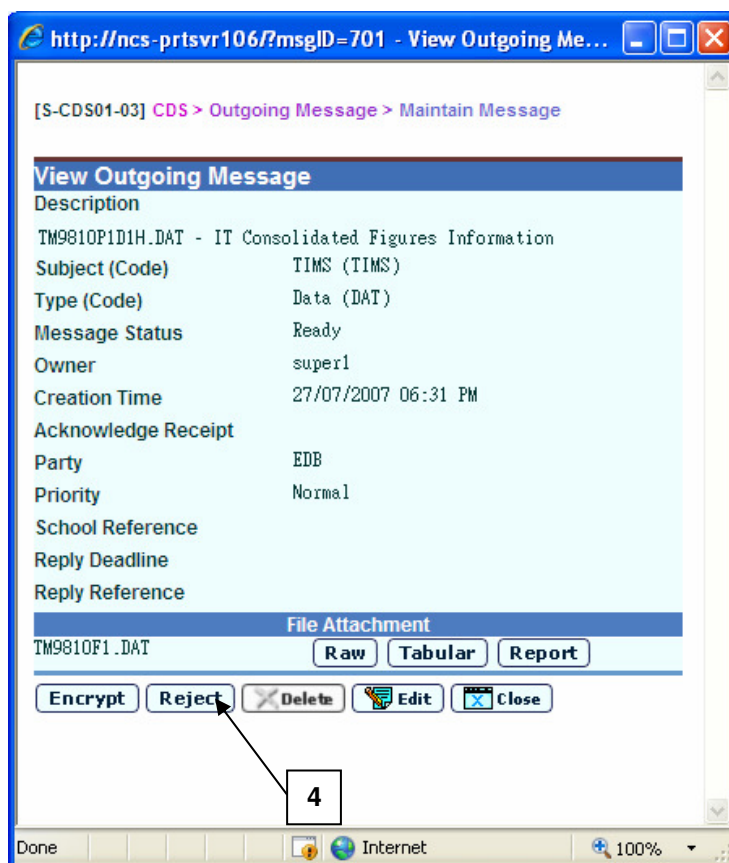
Only CDS / WebSAMS Administrators and users with the appropriate function access right can reject a particular message.



User Procedures

Single Reject

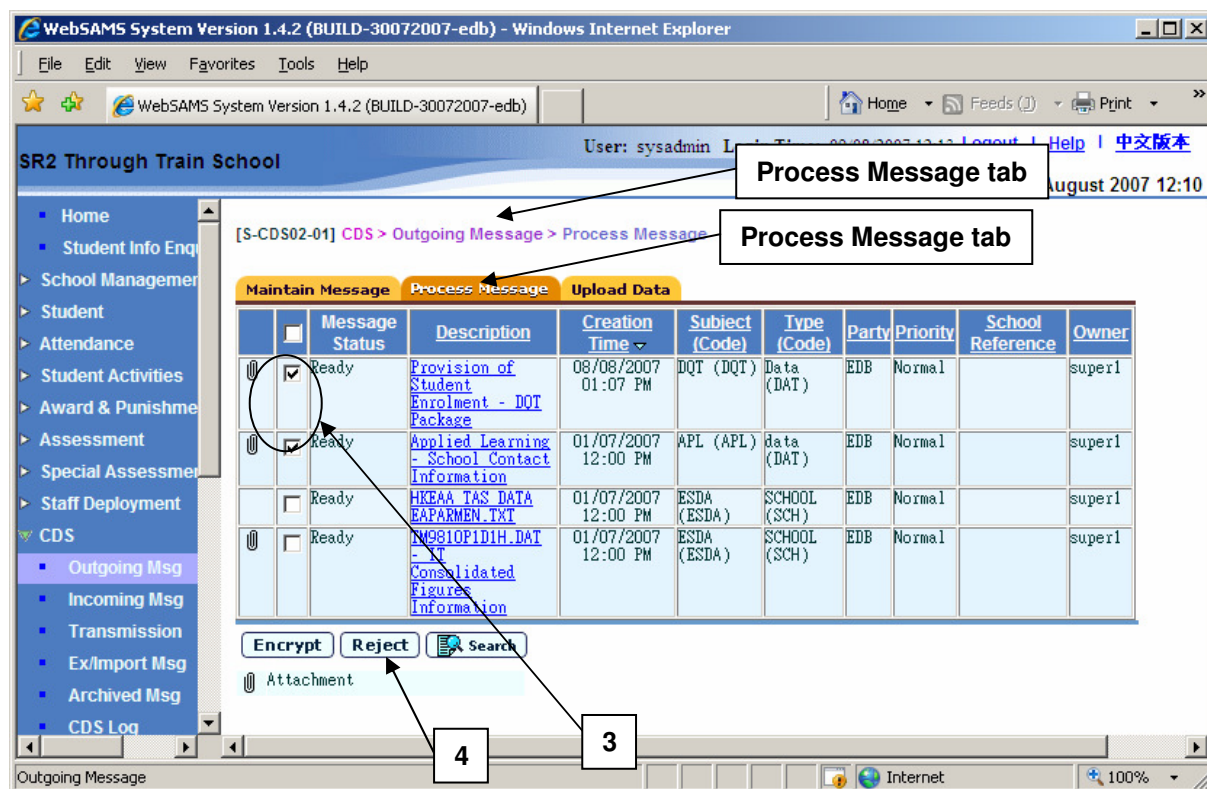
1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Process Message” page, click on the hyperlink under **Message Description** to select a ‘DataComm’ outgoing message to reject.



4. A new window, “View Outgoing Message” window, will pop out. Click the **[Reject]** button to reject the message.

Batch Reject

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Process Message** tab.
3. In the “Process Message” page, select those messages to be rejected by clicking in the check boxes on the left.



4. Click the **[Reject]** button to reject the messages.



Post-effects

The message status will change from “Ready” to “Rejected”.



Notes

N/A

2.2.3 Upload Data

Upload Data



Function Description

Users can upload data files and create a module specific Data Communication message.

This is an alternative to prepare data files for "Data Comm." of various WebSAMS modules. It allows users to upload data files created from school's own application or other sources. However, the data files have to conform to the pre-defined format of the Interface Files.

Users cannot use this function if he or she has been preparing data files via WebSAMS modules.

Users are only recommended to use this function only if necessary and if he or she is an advanced user.



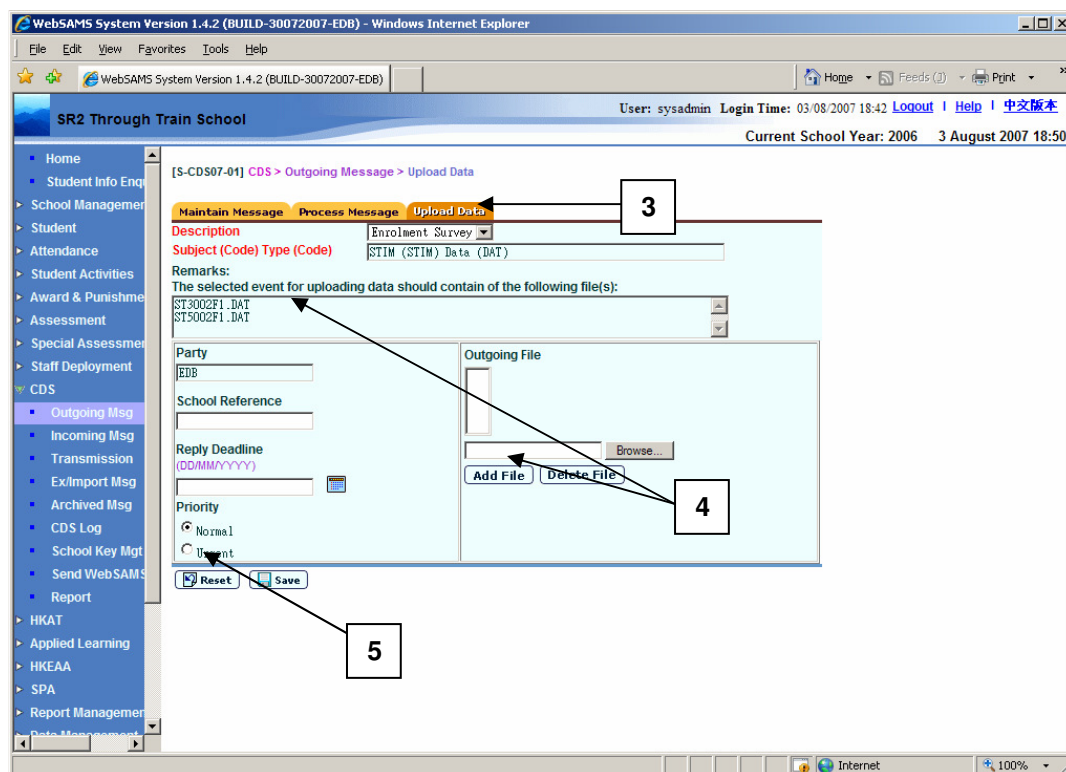
Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can perform this operation.
2. All the required interface files of an event must be present.
3. The interface files must pass all validation rules before successfully uploaded.



User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Upload Data** tab.



3. Select the required event in the drop down menu of **Description** for uploading of data.
4. Attached the required interface files for the event.
5. Click the **[Save]** button to complete the upload process.



Post-effects

1. A new message will be created in "Maintain Message" page which can be access via **[CDS] → [Outgoing Message]** on the left menu.
2. Similar to Data Comm. message of individual modules, such message can be rejected or encrypted and sent to EDB / HKEAA.



Notes

N/A

2.3 Incoming Message

2.3.1 Process Incoming Message

Incoming Message allows users to decrypt, archive, reply, search, view and delete but not modify incoming messages.

View Incoming Message



Function Description

Users can view details of an incoming message in “Incoming Message” page.



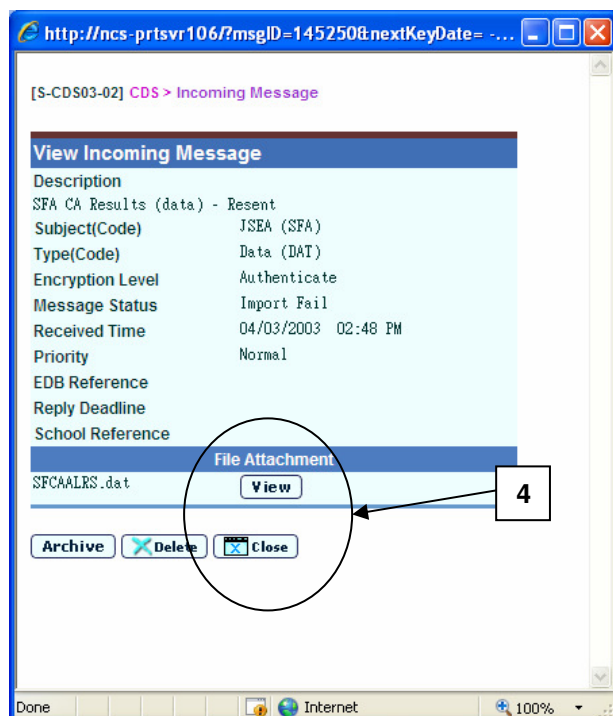
Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can view both lock and unlock messages.
2. Generally, normal CDS users can only view unlock messages.



User Procedures

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the “Incoming Message” page, click on the hyperlink under **Message Description** to view the incoming message.



3. A new window, “View Incoming Message” window, will pop out showing details of the selected incoming message.

4. Click the **[View]** button to download or view the individual files (only for “unlock” message).



Post-effects

N/A




Notes

Function buttons might vary from message to message depending on the message status and function access control.

Decrypt Incoming Message



Function Description

Users can only decrypt an incoming message which has an  encrypted icon.



Pre-requisites

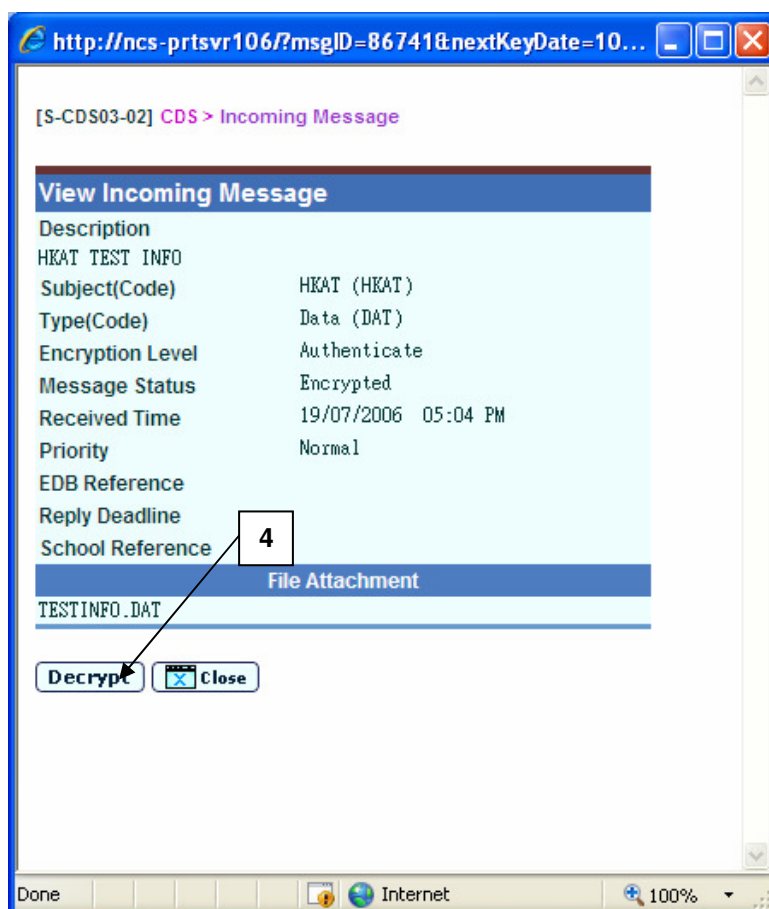
1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can decrypt a message with 'Authenticate' encryption level using the appropriate School Key.
2. Message with 'Authenticate' encryption level must be decrypted first before any processing or operation can be done on it.



User Procedures

Single Decrypt

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the "Incoming Message" page, click on the hyperlink under **Message Description** to view an incoming message.



3. A new window, "View Incoming Message" window, will pop out showing details of the selected incoming message.

- Click the **[Decrypt]** button to decrypt the message.
- A pop-up box asking for **Decryption Key** will be shown. Enter the appropriate **Decryption Key** based on the Key Effective Date.

Decryption Key(Effective Date : 14/06/2002)

Decrypt  **Cancel**

Batch Decrypt

- Click **[CDS] → [Incoming Message]** on the left menu.
- In the “Incoming Message” page, select those messages to be decrypted by clicking in the check boxes on the left.

WebSAMS System Version 1.4.2 (BUILD-30072007-edb) - Windows Internet Explorer

File Edit View Favorites Tools Help

WebSAMS System Version 1.4.2 (BUILD-30072007-edb)








Home Feeds (1) Print



SR2 Through Train School



User: super Login Time: 14/08/2007 12:08 Logout Help 中文版本



Current School Year: 2006 14 August 2007 12:06



[S-CDS03-01] CDS > Incoming Message

		Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Reply Deadline	Key Effective Date	Reply Indicator	Priority
	<input type="checkbox"/>	CA result 2005	SSA (SSA)	Data (DAT)	01/01/2006 12:00 AM			01/01/2006	No	Normal
	<input type="checkbox"/>	POA Data	POA (POA)	Data (DAT)	13/01/2005 10:26 AM			16/10/2004	No	Normal
	<input type="checkbox"/>	SOA Data	SSPA (SOA)	Data (DAT)	13/01/2005 10:26 AM			16/10/2004	No	Normal
	<input type="checkbox"/>	SS5060P1018 - SSA CENTRAL ALLOCATION RESULTS (DATA)	SSA (SSA)	Data (DAT)	13/01/2004 01:00 PM			16/10/2004	No	Normal
	<input type="checkbox"/>	SS5060P1018 - SSA CENTRAL ALLOCATION RESULTS (DATA)	SSA (SSA)	Data (DAT)	15/10/2004 11:00 AM			21/11/2003	No	Normal
	<input checked="" type="checkbox"/>	FMP Codes	Maintain FMP Codes (FMP)	Document (DOC)	02/04/2004 10:01 AM			13/08/2003	No	Normal
	<input checked="" type="checkbox"/>	FMP Code	Maintain FMP Codes (FMP)	Document (DOC)	01/04/2004 10:01 AM			13/08/2003	No	Normal

Decrypt **Archive**  **Search**  **Delete**

 Encrypted  Data Imported to Module

 Decrypted  Data Import Failed

 Decryption Failed  Attachment

Incoming Message

- Click the **[Decrypt]** button to decrypt the messages.
- A pop-up box asking for **Decryption Key** will be shown. Enter the appropriate **Decryption Key** based on the Key Effective Date.



Post-effects

N/A



Notes

For batch decryption, all the selected messages should be decrypted with the same school key at EDB end, i.e. with the same key date.

Search Incoming Message



Function Description

Users can perform search operation on incoming messages.



Pre-requisites

Only CDS / WebSAMS Administrators and users with the “View” function access right can search incoming messages.



User Procedures

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the “Incoming Message” page, click the **[Search]** button to go to the search page.

The screenshot shows the WebSAMS System Version 1.4.2 (BUILD-30072007-EDB) interface. The left sidebar menu includes: Home, Student Info Enquiry, School Management, Student, Attendance, Student Activities, Award & Punishment, Assessment, Special Assessment, Staff Deployment, CDS (expanded), Outgoing Msg, Incoming Msg (selected), Transmission, Ex/Import Msg, Archived Msg, CDS Log, School Key Mgt, Send WebSAMS V, and Report. The main content area is titled 'SR2 Through Train School' and shows the 'Incoming Message' search form. The form includes fields for Subject(Code), Type(Code), Description, Message Status, EOB Reference, Encryption Level, Received Date (From/To), Reply Deadline (From/To), and Priority. The 'Search' button is highlighted with a callout box containing the number '3'.

3. Enter the search criteria and click the **[Search]** button to start searching.



Post-effects

N/A



Notes

1. Search will be perform using “AND” condition.

2. Users can browse through the search results displayed below the search criteria entry fields and select an incoming message from the list for other operation.
3. Users can sort the search results by clicking on the headings of the result list.

Delete Incoming Message



Function Description

Users can delete an incoming message if its message status is **'Not Encrypted'**, **'Decrypt Fail'**, **'Imported'**, **'Import Fail'**.



Pre-requisites

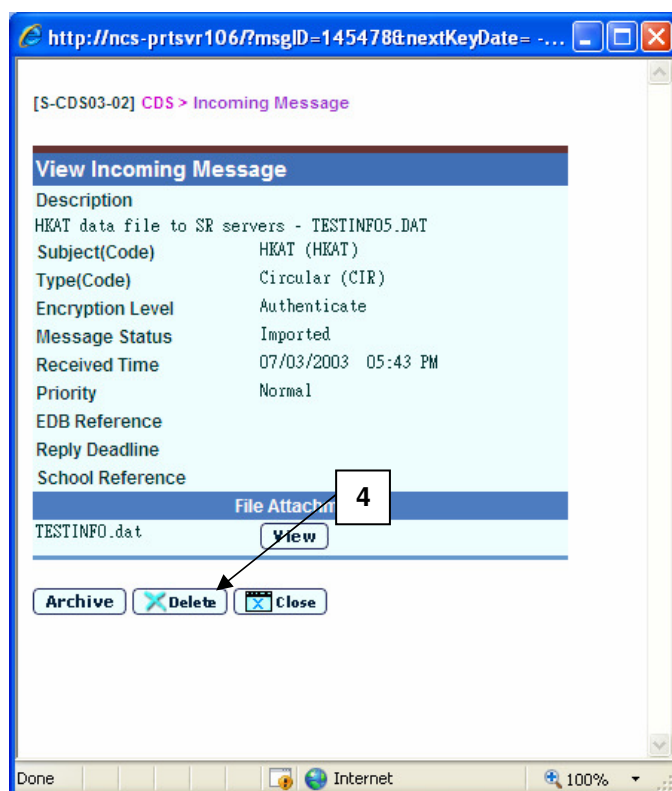
1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete an incoming message.
2. Users who are deleting the message need to ensure that import of the message, if needed, is done.



User Procedures

Single Delete

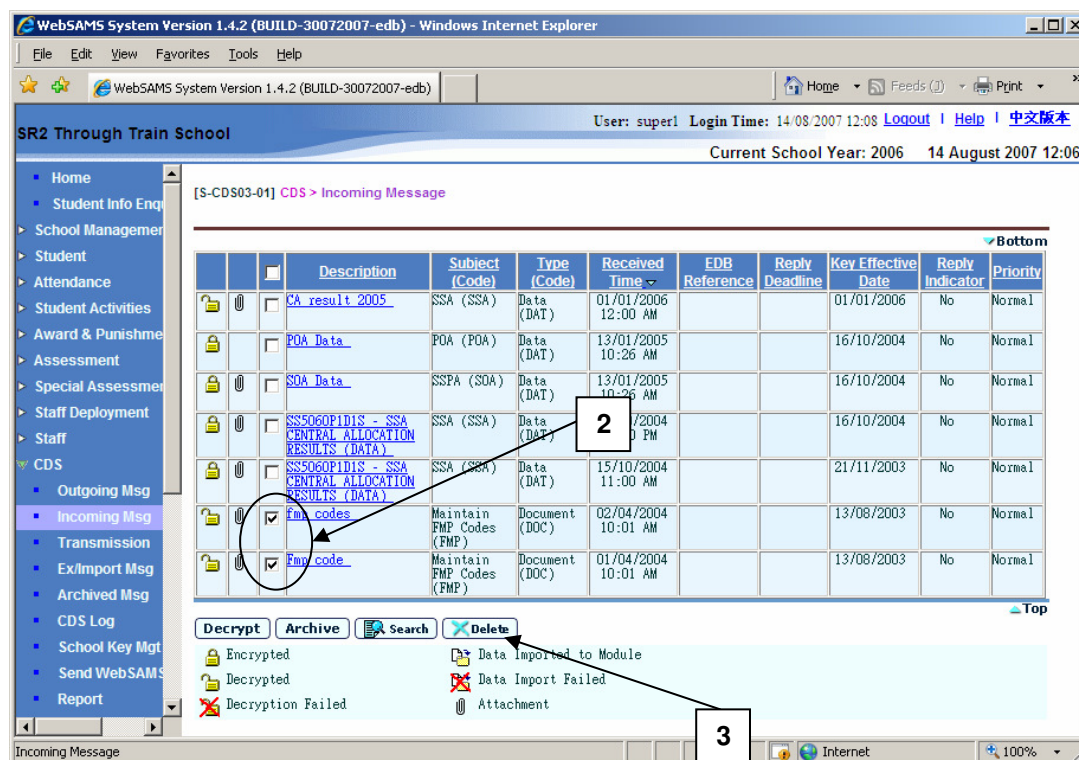
1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the "Incoming Message" page, click on the hyperlink under **Message Description** to view an incoming message.



3. A new window, "View Incoming Message" window, will pop out showing details of the selected incoming message.
4. Click the **[Delete]** button to delete the message.

Batch Delete

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the "Incoming Message" page, select the messages to be deleted by clicking in the check boxes on the left.



3. Click the **[Delete]** button to delete the messages.



Post-effects

N/A



Notes

N/A

Archive Incoming Message



Function Description

Users can archive an incoming message if its message status is '**Not Encrypted**', '**Decrypt Fail**', '**Imported**', '**Import Fail**'.



Pre-requisites

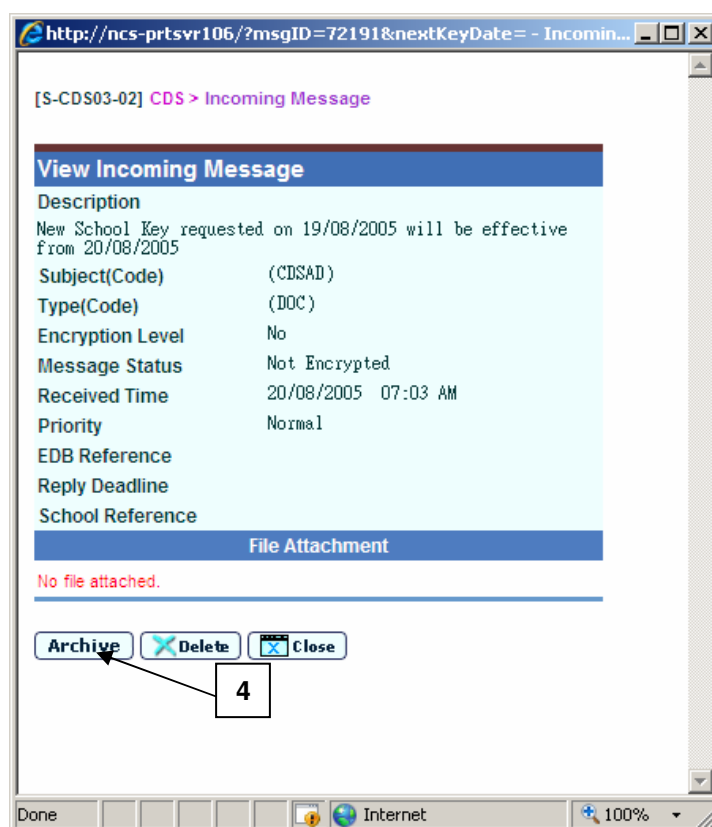
1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can archive a message.
2. Users should ensure that the import of the message, if needed, is done



User Procedures

Single Archive

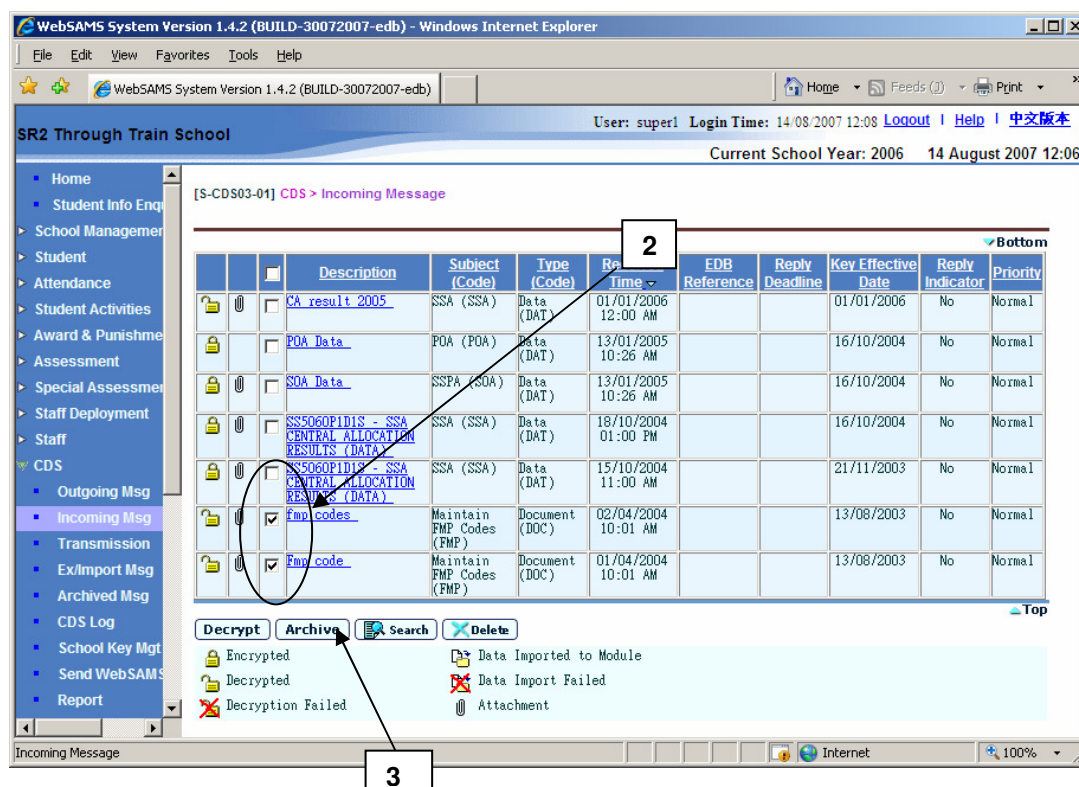
1. Click [CDS] → [Incoming Message] on the left menu.
2. In the "Incoming Message" page, click on the hyperlink under **Message Description** to view an incoming message.



3. A new window, "View Incoming Message" window, will pop out showing details of the selected incoming message.
4. Click the **[Archive]** button to archive the message.

Batch Archive

1. Click **[CDS]** → **[Incoming Message]** on the left menu.
2. In the "Incoming Message" page, select the messages to be archived by clicking in the check boxes on the left.



3. Click the **[Archive]** button to archive the messages.



Post-effects

N/A



Notes

N/A

Reply Incoming Message



Function Description

Users can reply an incoming message if its message status is '**Not Encrypted**', '**Decrypt Fail**', '**Imported**' or '**Import Fail**'.



Pre-requisites

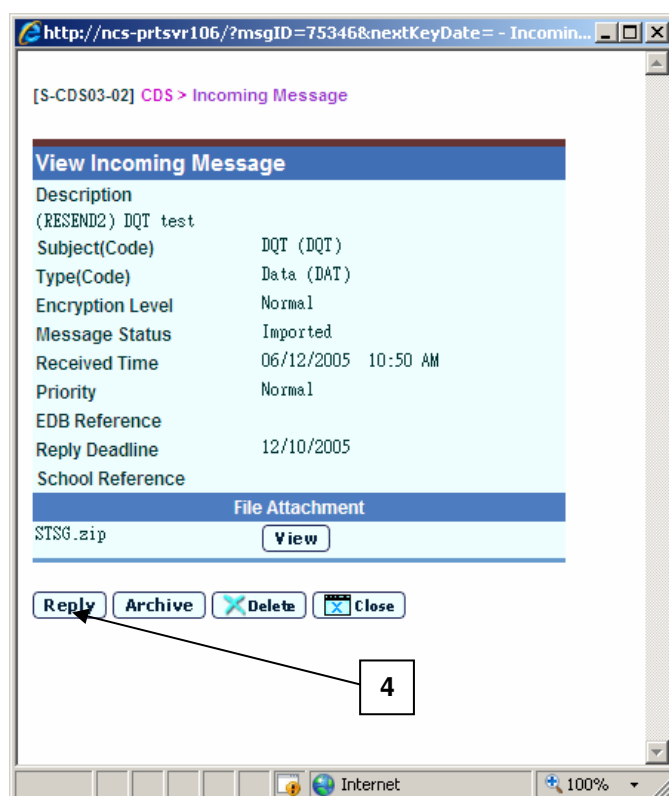
Only CDS / WebSAMS Administrators and users with the "Add" (Outgoing Message) and "View" (Incoming Message) function access right can reply an incoming message.

Only messages with "Reply Deadline" can be replied.



User Procedures

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the "Incoming Message" page, click on the hyperlink under **Message Description** to view an incoming message.



3. A new window, "View Incoming Message" window, will pop out showing details of the selected incoming message.

- Click the **[Reply]** button to reply the message.

- A new window, “Reply Incoming Message” window, will pop out.
- Add the necessary attachment(s) for the message to be replied.
- Click the **[Save]** button to save the reply message.



Post-effects

A new message will be created in “Maintain Message” page for the message being replied which can be access via **[CDS] → [Outgoing Message]** on the left menu.



Notes

- Users can also choose to download the original incoming attachments to modify and upload again when replying a message.
- No viewing / download of attachment(s) for “**Decrypt Fail**” and “**Import Fail**” messages.

2.4 Transmission

2.4.1 Ad hoc Transmission



Function Description

Users can trigger a transmission on an as-need basis.



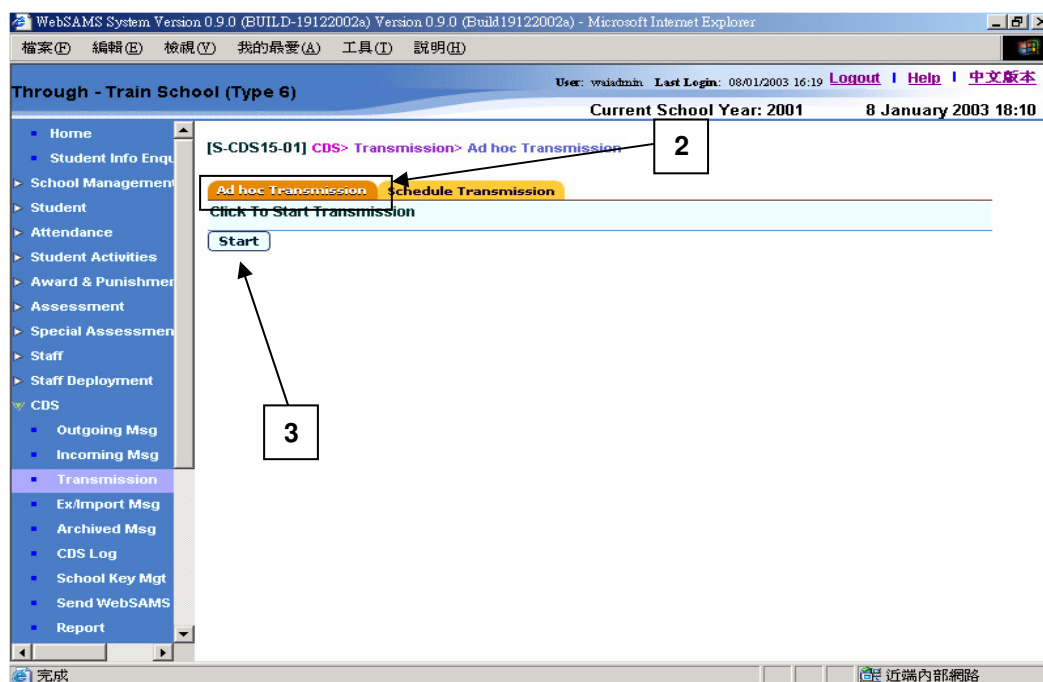
Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can trigger an ad hoc transmission.



User Procedures

1. Click **[CDS] → [Transmission]** on the left menu.
2. Click the **Ad hoc Transmission** tab.
3. Click the **[Start]** button to start transmission.



Post-effects

1. If users triggered an ad hoc transmission, the transmission will start immediately, provided no existing transmission is running at the backend.
2. If an existing transmission is running at the backend, the transmission being triggered will be ignored.



Notes

N/A

2.4.2 Schedule Transmission



Function Description

Users can maintain the settings of the schedule for transmission.



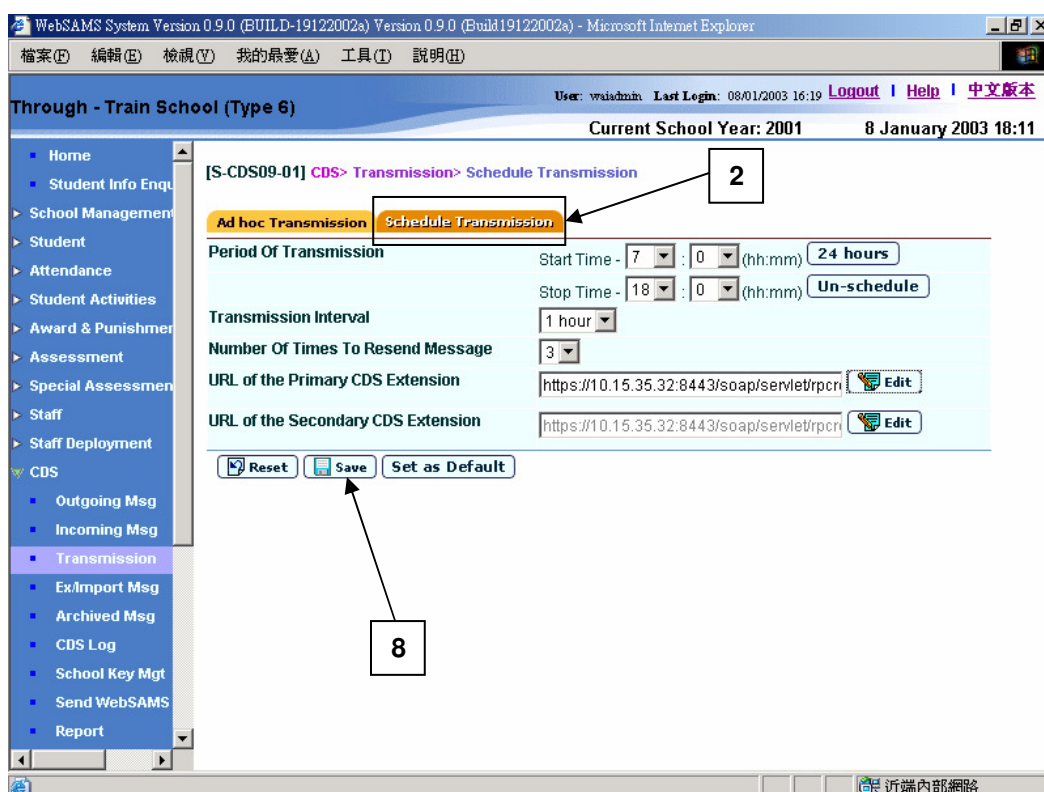
Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can change the settings of the transmission schedule.
2. It is not recommended to change the preloaded CDS Extension URL values.



User Procedures

1. Click **[CDS] → [Transmission]** on the left menu.
2. Click the **Schedule Transmission** tab.
3. In the 'Schedule Transmission' page, change the hours and minutes field of the **Start Time** and **Stop Time** to specify the period of the transmission schedule.



4. Change the **Transmission Interval** value to define the wait time for each transmission.
5. Change the **Number of Time to Resend Message** to define the number of retries if a transmission fails on a particular CDS Extension server.

6. Change the **URL of the Primary CDS Extension** to define the first URL of the CDS Extension to be used for the transmission.
7. Change the **URL of the Secondary CDS Extension** to define the second URL of the CDS Extension to be used if the transmission fails when using the primary URL.
8. Click the **[Save]** button to save the settings of the transmission schedule.



Post-effects

A transmission will be triggered at backend based on the schedule being set. The schedule starts at the next effective time.



Notes

1. The transmission schedule can span across a day when start time is larger than stop time or by clicking on the **[24 hours]** button.
2. The maximum number of “**Time to resend Message**” available depends on the “**Transmission Interval**” selected:

<u>Interval</u>	<u>Maximum Resend No.</u>
• 1 hourly	3
• 2-3 hourly	5
• 4-6 hourly	10

3. Users can also click the **[Un-schedule]** to stop the transmission schedule.

2.5 Export / Import Messages

2.5.1 Export Message



Function Description

Users are allowed to export an outgoing message when such message needs to be sent to EDB by other means. This scenario will occur especially when CDS Transmission is not working.



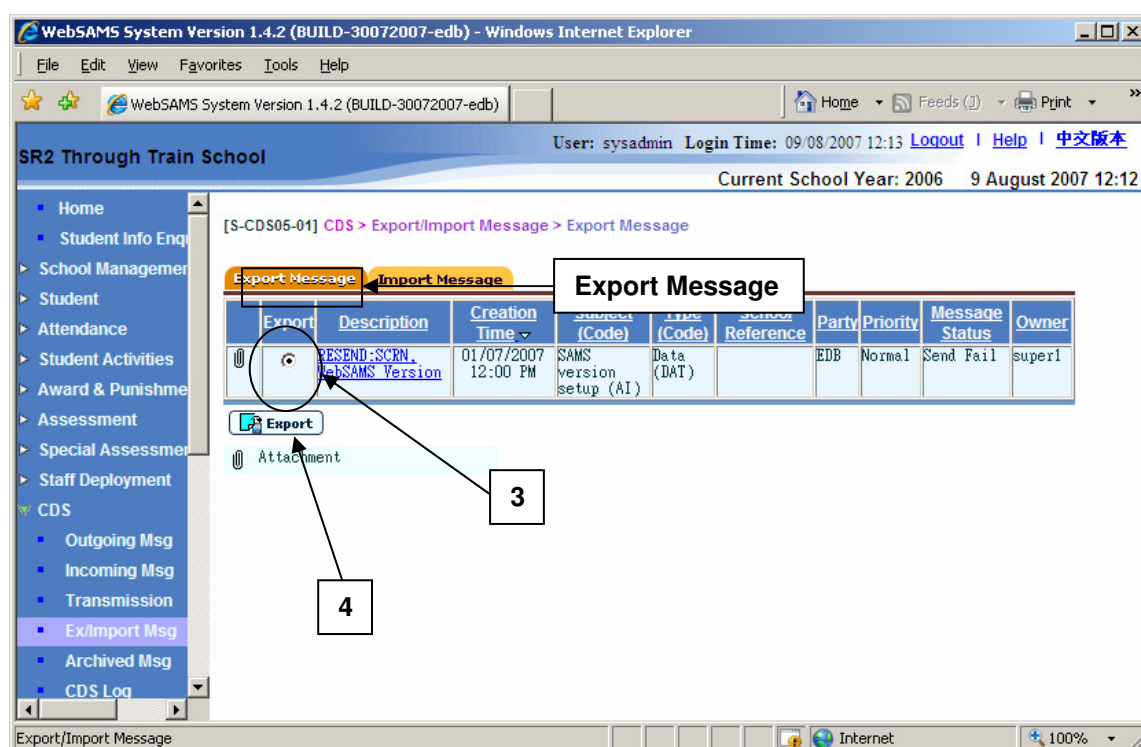
Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate “View” (Outgoing Message) and “Export” (Outgoing Message) function access right can export an outgoing message.
2. Only CDS / WebSAMS Administrators can grant the rights to users for viewing and / or exporting own or others message.



User Procedures

1. Click **[CDS] → [Import / Export]** on the left menu.
2. Click the **Export Message** tab.



3. In the “Export Message” page, click on the message that you wish to export from WebSAMS CDS.
4. Click the **[Export]** button to export the message into a zip file.



Post-effects

N/A



Notes

1. The message files are contained in the zip file.
2. Send the zip file to EDB for import.

2.5.2 Import Message



Function Description

Users are allowed to import an incoming message when such message is received from EDB by other means.



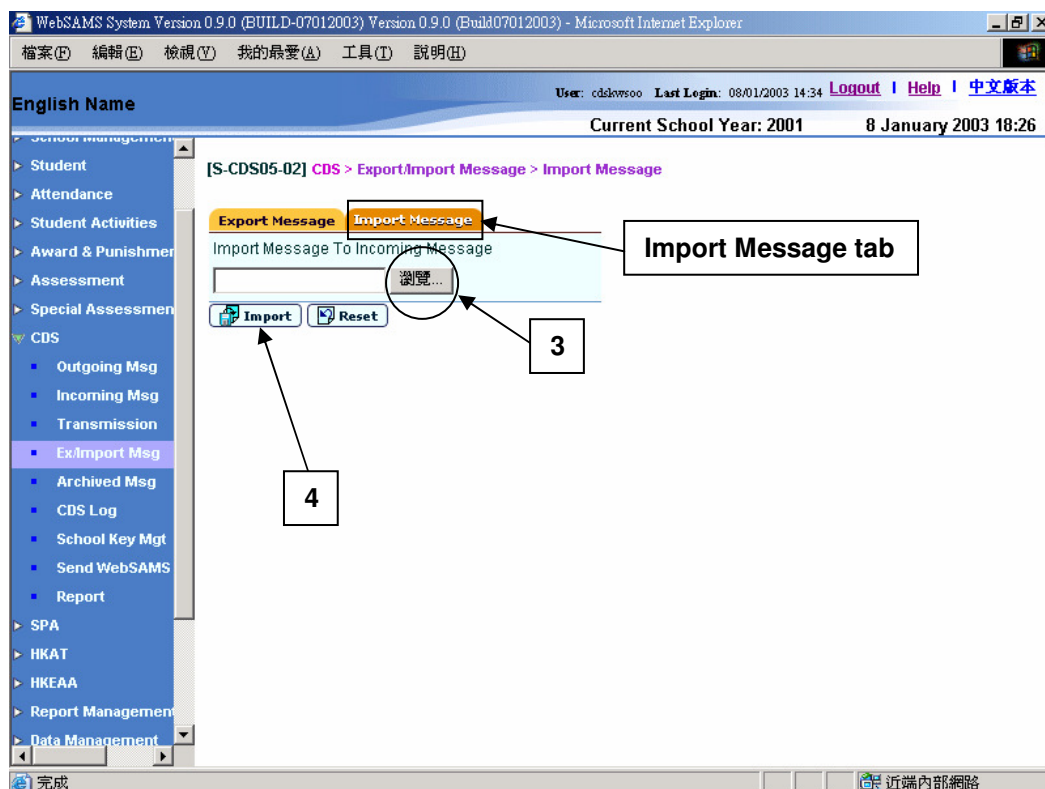
Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can import an incoming message.
2. The message to be imported should be compressed in a .zip format file.



User Procedures

1. Click **[CDS] → [Import/Export]** on the left menu.
2. Click the **Import Message** tab.



3. In the “Import Message” page, click the **[Browse]** button to select the zipped message you want to import into WebSAMS CDS.
4. Click the **[Import]** button to import the zip file onto WebSAMS CDS.



Post-effects

Imported message will appear in “Incoming Message” page which can be accessed via **[CDS] → [Incoming Message]** on the left menu.



Notes

N/A

2.6 Archived Messages

2.6.1 Archived Outgoing Message

Users are allowed to view, search, restore and delete archived outgoing messages.

View Archived Outgoing Message



Function Description

Users can view details of an archived outgoing message.



Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can view details of a particular archived outgoing message.



User Procedures

1. Click **[CDS]** → **[Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.
3. Click on the hyperlink under **Message Description** to view an archived outgoing message.



5

4. A new window, “View Archived Outgoing Message”, will pop out showing details of the archived outgoing message.
5. Click the **[Close]** button to end viewing the message.



Post-effects

N/A



Notes

Users are not allowed to view the attachment(s) of the archived outgoing message.

Restore Archived Outgoing Message



Function Description

Users can restore an archived outgoing message.



Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can restore a particular archived outgoing message.



User Procedures

Single Restore

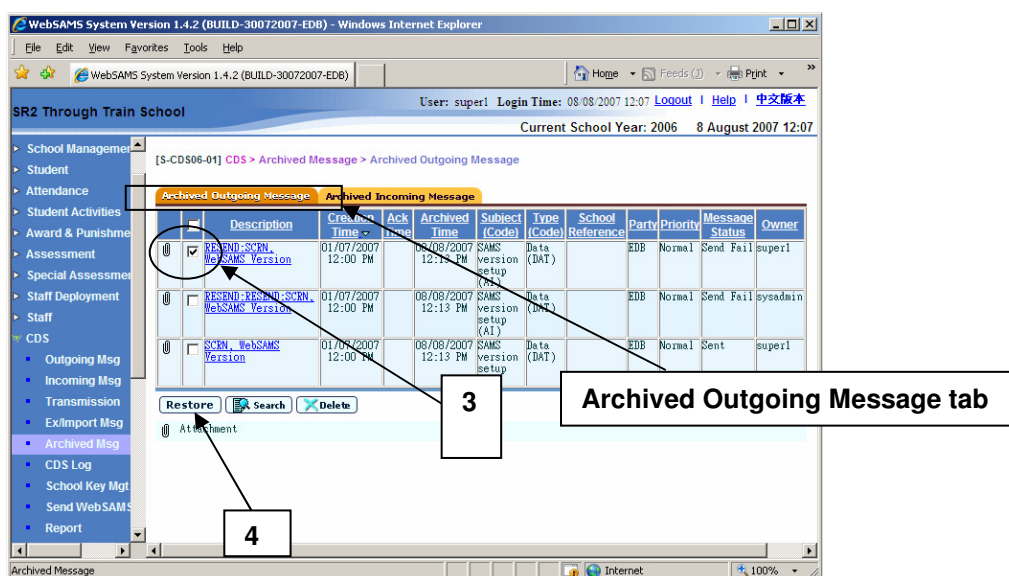
1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.
3. In the “Archived Outgoing Message” page, click on the hyperlink under **Message Description** to view an archived outgoing message.



4. A new window, “View Archived Outgoing Message” window, will pop out showing details of the selected archived outgoing message.
5. Click the **[Restore]** button to restore the message.

Batch Restore

1. Click **[CDS]** → **[Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.



3. Select the messages to be restored by clicking the check boxes on the left.
4. Click the **[Restore]** button to restore the messages.



Post-effects

N/A



Notes

N/A

Delete Archived Outgoing Message



Function Description

Users can delete an archived outgoing message.



Pre-requisites

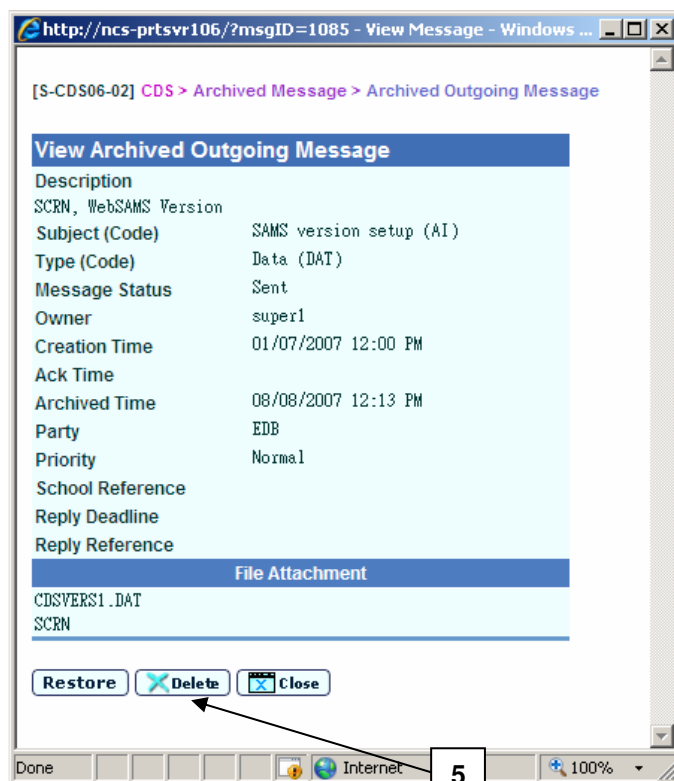
Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete a particular archived outgoing message.



User Procedures

Single Delete

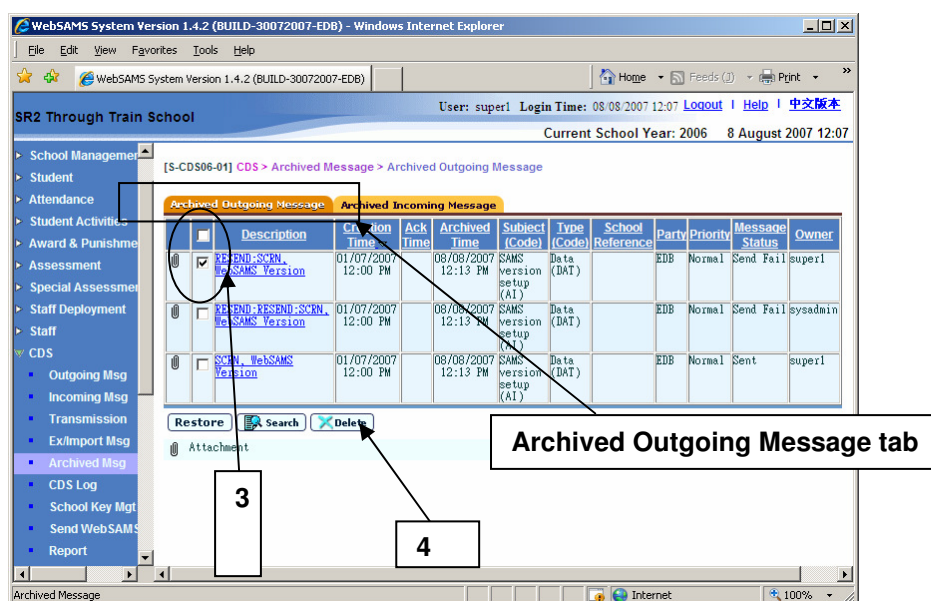
1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.
3. In the “Archived Outgoing Message” page, click on the hyperlink under **Message Description** to view an archived outgoing message.



4. A new window, "View Archived Outgoing Message" window, will pop out showing details of the selected archived outgoing message.
5. Click the **[Delete]** button to delete the message.

Batch Delete

1. Click **[CDS]** → **[Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.



3. Select the messages to be deleted by clicking in the check boxes on the left.

4. Click the **[Delete]** button to delete the messages.



Post-effects

N/A



Notes

The corresponding attachments will be deleted.

Search Archived Outgoing Message



Function Description

Users can perform search operation on archived outgoing messages.



Pre-requisites

Only CDS / WebSAMS Administrators and users with “View” (Archived Outgoing Message) function access right can search archived outgoing messages.



User Procedures

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.
3. Click the **[Search]** button to go to the search page.
4. Enter the search criteria and click the **[Search]** button to start searching.

The screenshot shows the WebSAMS System interface in Microsoft Internet Explorer. The browser title is "WebSAMS System Version 0.9.0 (BUILD-19122002a) Version 0.9.0 (Build19122002a) - Microsoft Internet Explorer". The address bar shows the URL. The top navigation bar includes "User: waishm", "Last Login: 08/01/2003 16:33", and links for "Logout", "Help", and "中文版本". The main content area is titled "Through - Train School (Type 6)" and "Current School Year: 2001 9 January 2003 10:16". The left sidebar shows a tree view with "CDS" expanded, and "Archived Msg" selected. The main content area has two tabs: "Archived Outgoing Message" (selected) and "Archived Incoming Message". The search criteria fields include: "Subject (Code)" (dropdown), "Type (Code)" (dropdown), "Description" (text), "School Reference" (text), "Creation Date (DD/MM/YYYY)" (From/To date range), "Ack Date (DD/MM/YYYY)" (From/To date range), "Archived Date (DD/MM/YYYY)" (From/To date range), "Message Status" (dropdown), "Creator ID" (text), and "Priority" (dropdown). There are "Search" and "Reset" buttons at the bottom. A box with the number "3" points to the "Search" button.



Post-effects

N/A



Notes

1. Users can browse through the search results displayed below the search criteria entry fields and select an archived outgoing message from the list for other operation.
2. Users can sort the search results by clicking on the headings of the result list.

2.6.2 Archived Incoming Message

Users are allowed to view, search, restore and delete archived incoming messages.

View Archived Incoming Message



Function Description

Users can view details of an archived incoming message.



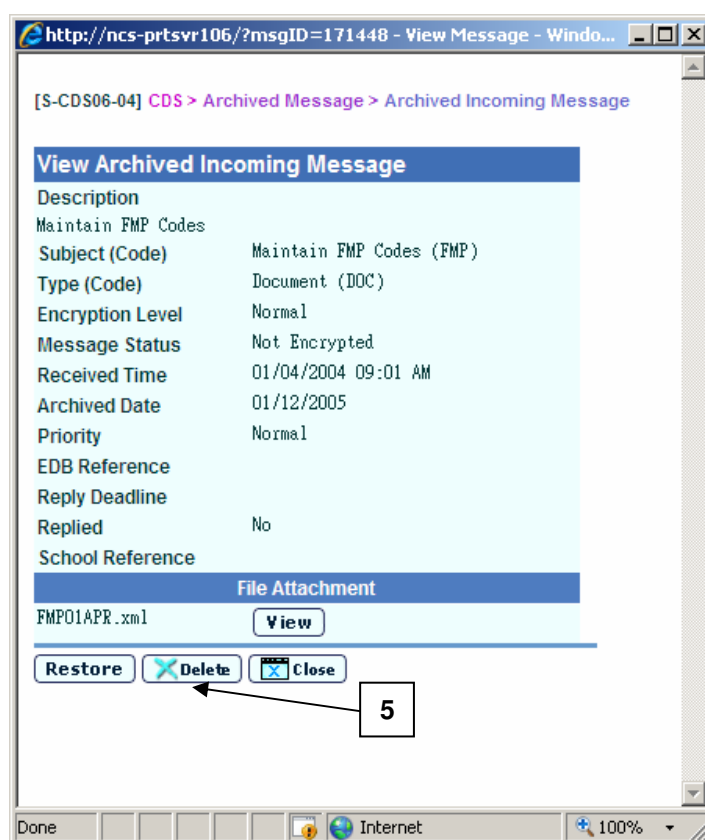
Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can view details of a particular archived incoming message.



User Procedures

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Incoming Message** tab.
3. In “Archived Incoming Message” page, click on the hyperlink under **Message Description** to view an archived incoming message.



4. A new window, “View Archived Incoming Message” window, will pop out showing details of the selected archived incoming message.
5. Click the **[Close]** button to end viewing the message.



Post-effects

N/A



Notes

N/A

Restore Archived Incoming Message



Function Description

Users can restore an archived incoming message.



Pre-requisites

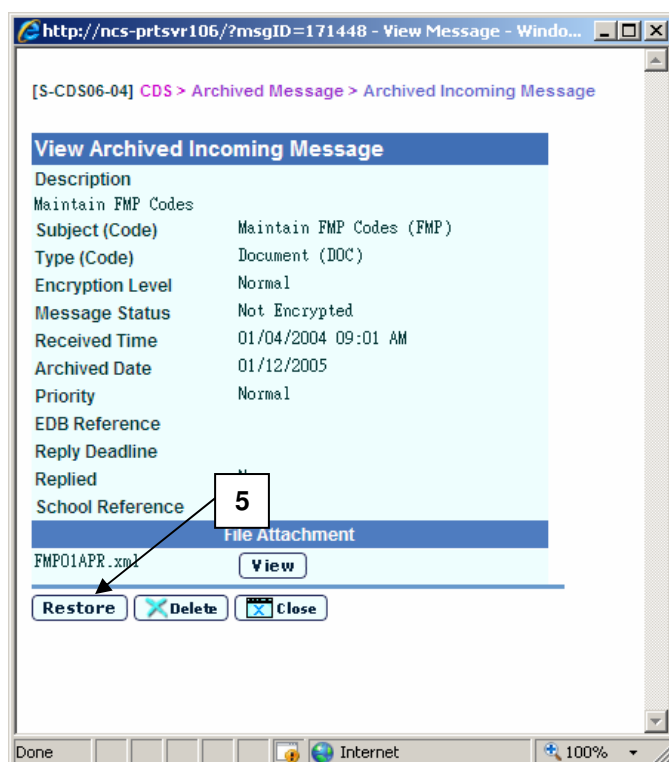
Only CDS / WebSAMS Administrators and users with the appropriate function access right can restore a particular archived incoming message.



User Procedures

Single Restore

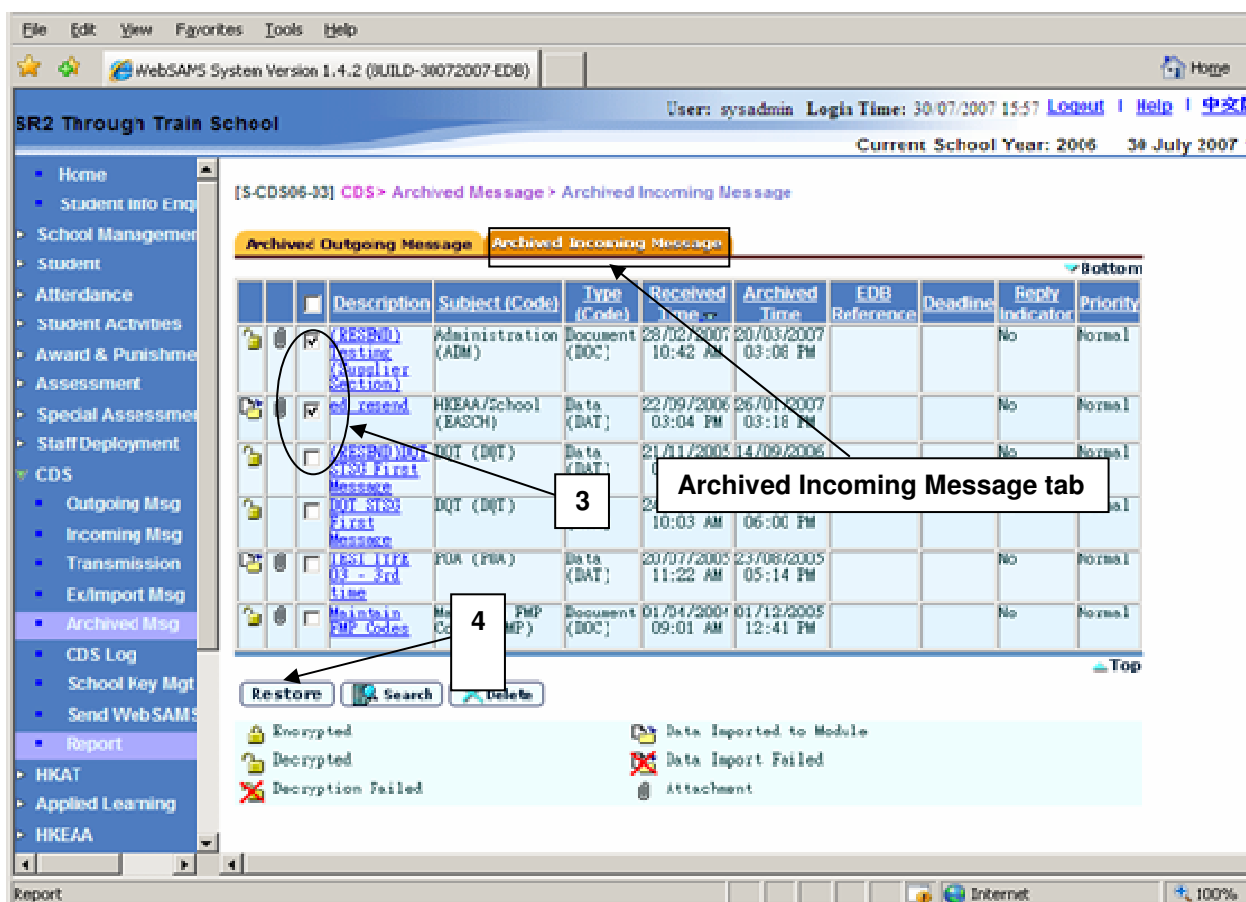
1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Incoming Message** tab.
3. In the “Archived Incoming Message” page, click on the hyperlink under **Message Description** to view an archived incoming message.



4. A new window, "View Archived Incoming Message" window, will pop out showing details of the selected message.
5. Click the **[Restore]** button to restore the message.

Batch Restore

1. Click **[CDS]** → **[Archived Message]** on the left menu.
2. Click the **Archived Incoming Message** tab.



3. Select the message to be restored by clicking the check boxes on the left.
4. Click the **[Restore]** button to restore the message(s).



Post-effects

N/A



Notes

N/A

Delete Archived Incoming Message



Function Description

Users can delete an archived incoming message.



Pre-requisites

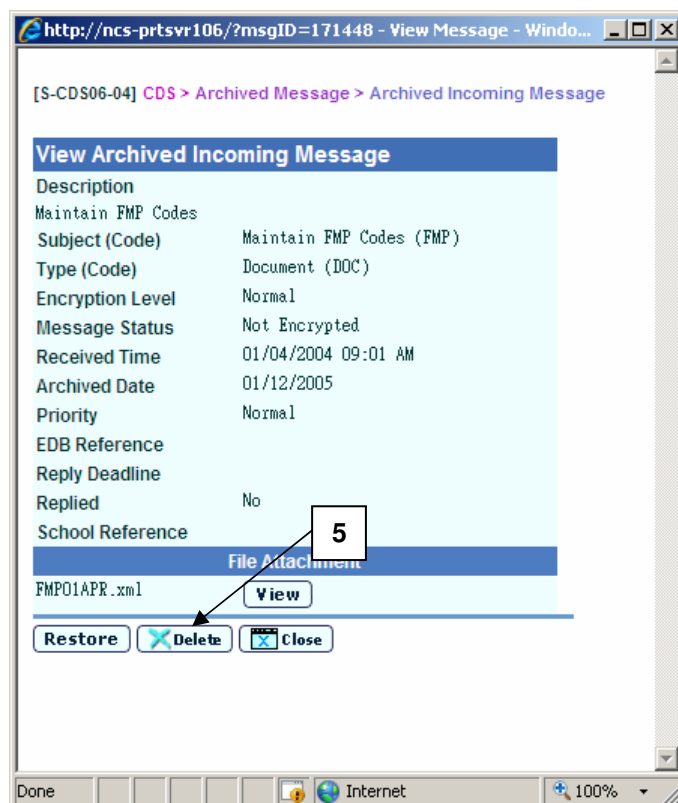
Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete a particular archived incoming message.



User Procedures

Single Delete

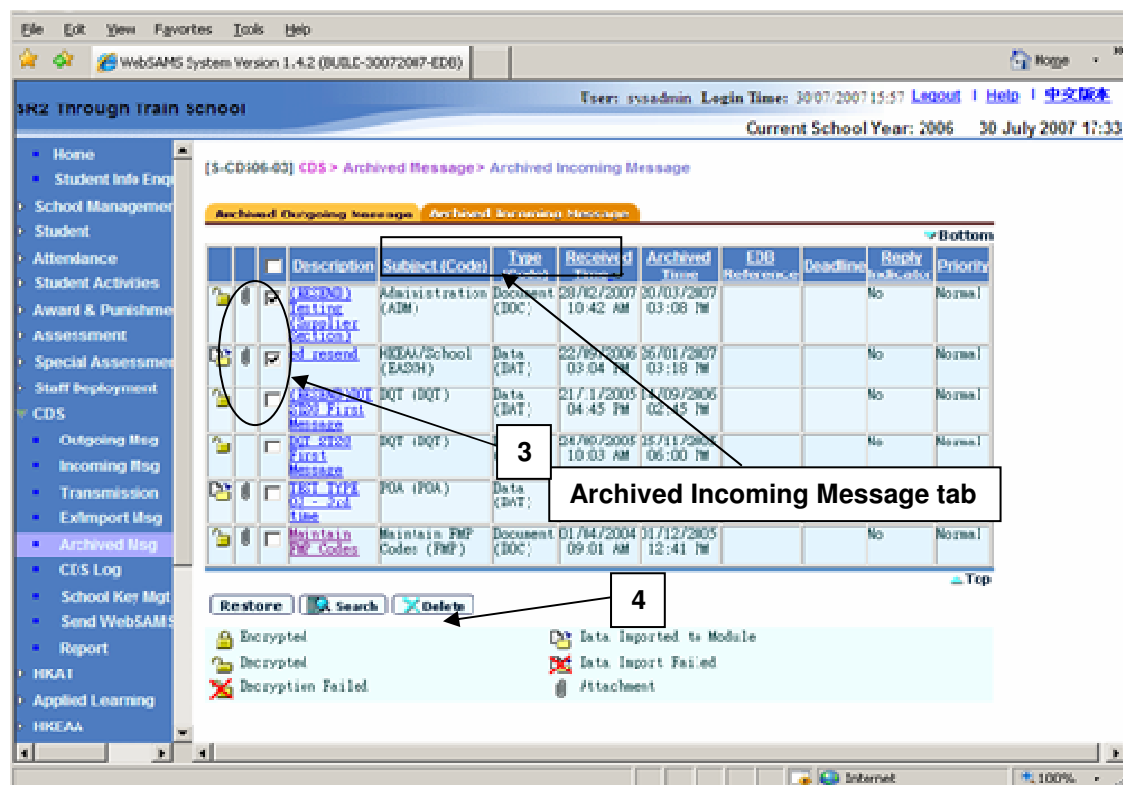
1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Incoming Message** tab.
3. In the “Archived Incoming Message” page, click on the hyperlink under **Message Description** to view an archived incoming message.



4. A new window, “View Archived Incoming Message” window, will pop out showing details of the selected message.
5. Click the **[Delete]** button to delete the message.

Batch Delete

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Incoming Message** tab.



3. Select the message to be deleted by clicking in the check boxes on the left.
4. Click the **[Delete]** button to delete the message(s).



Post-effects

N/A



Notes

N/A

Search Archived Incoming Message



Function Description

Users can perform search operation on archived incoming messages.



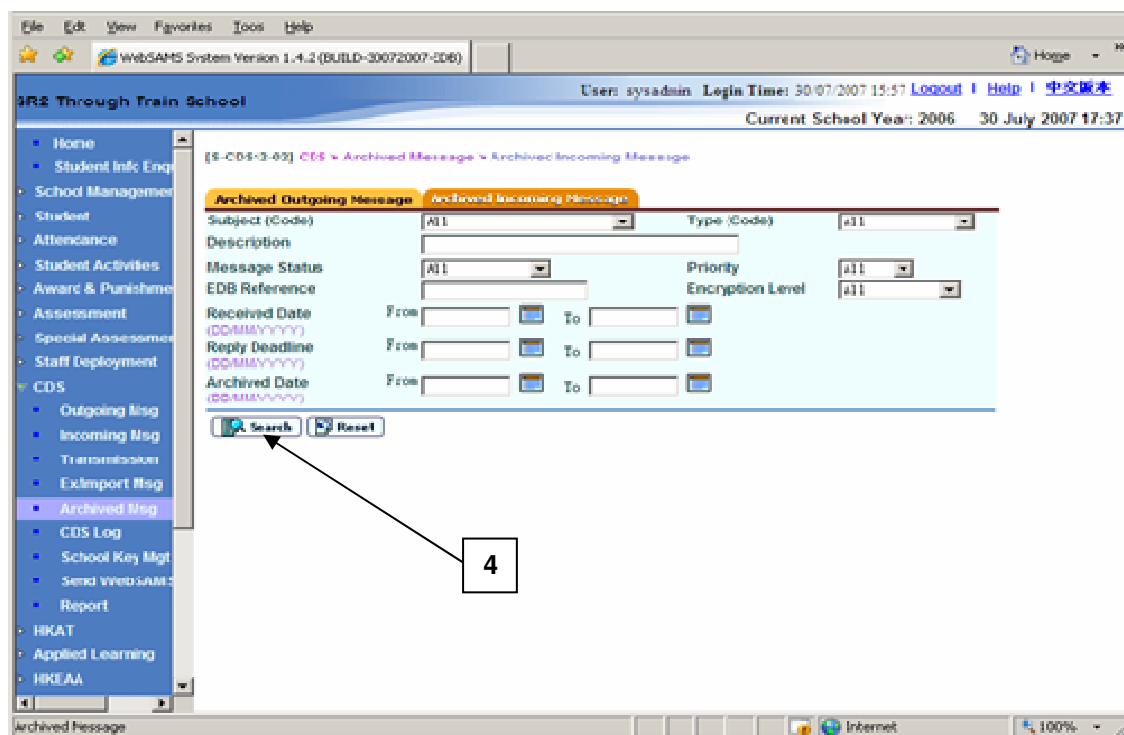
Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can perform search on archived incoming messages.



User Procedures

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Incoming Message** tab.
3. Click the **[Search]** button to go to the search page.



4. Enter the search criteria and click the **[Search]** button to start searching.



Post-effects

N/A



Notes

1. Users can browse through the search results displayed below the search criteria entry fields and select an archived incoming message from the list for other operation.
2. Users can sort the search results by clicking on the headings of the result list.

2.7 CDS Log

Users can delete, download, search, print and view the CDS log.

2.7.1 Maintain CDS Log

View CDS Log



Function Description

Users can view the CDS log online or download the log file for offline browsing.



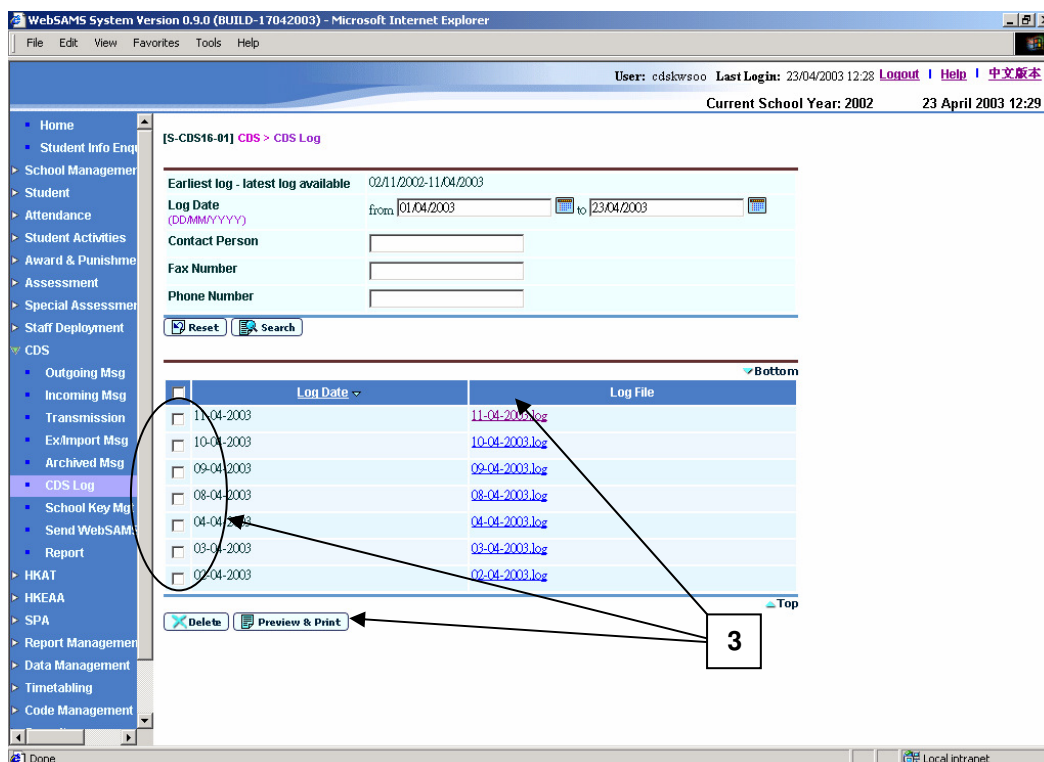
Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can view transmission details of the CDS log.



User Procedures

1. Click **[CDS] → [CDS Log]** on the left menu.
2. Enter the search criteria and click the **[Search]** button to start searching for the required CDS log(s).



3. Click on the hyperlink under **Log file** to download the individual CDS log file for offline browsing or click the **[Preview & Print]** button to view and print the log file online.


 Post-effects

N/A


 Notes

N/A

Delete CDS Log

 Function Description

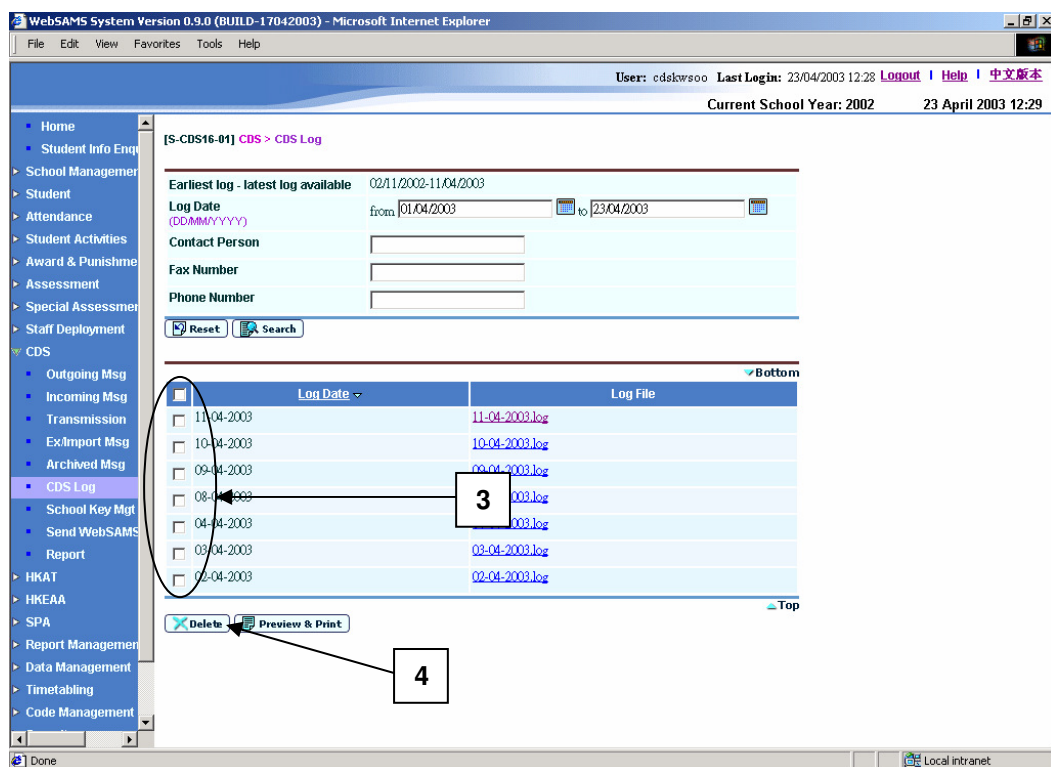
Users can housekeep the CDS log file by deleting it.

 Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete CDS log file(s) online.

 User Procedures

1. Click **[CDS] → [CDS Log]** on the left menu.
2. Enter the search criteria and click the **[Search]** button to start searching.



3. Select the log files to be deleted by clicking in the check boxes on the left.
4. Click the **[Delete]** button to delete the selected log files.

 Post-effects

N/A

 Notes

You are recommended to housekeep the log files by retaining one month of logs.

Print CDS Log

 Function Description

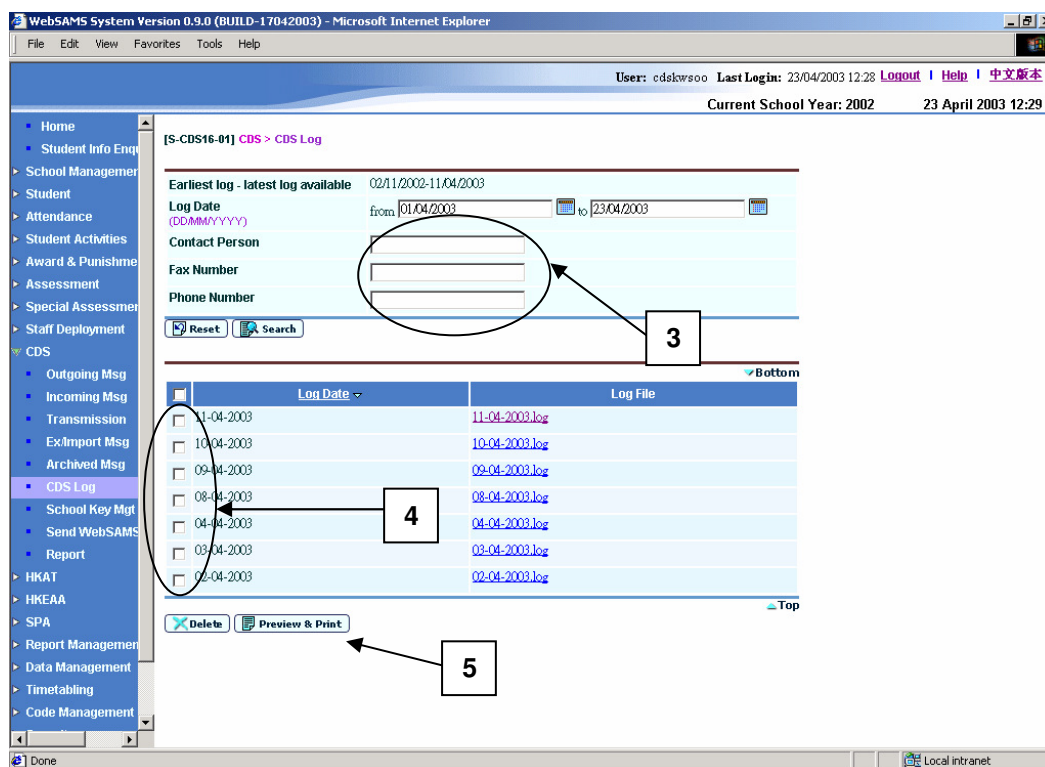
Users can print CDS log file on a fax cover to be sent to Helpdesk.

 Pre-requisites

Only CDS / WebSAMS Administrators and users with “View” function access right can perform this operation.

 User Procedures

1. Click **[CDS] → [CDS Log]** on the left menu.
2. Enter the search criteria and click the **[Search]** button to start searching.



3. Keyed in values for the following fields which will be printed in the From section of the fax cover:
 - Contact Person
 - Fax Number
 - Phone Number
4. Select the log files to be printed by clicking in the check boxes on the left.
5. Click the **[Print and Preview]** button to print the log files.



Post-effects

N/A



Notes

N/A

2.8 School Key Management

2.8.1 Change School Key



Function Description

Users can change the School Key on an “as-need” basis.



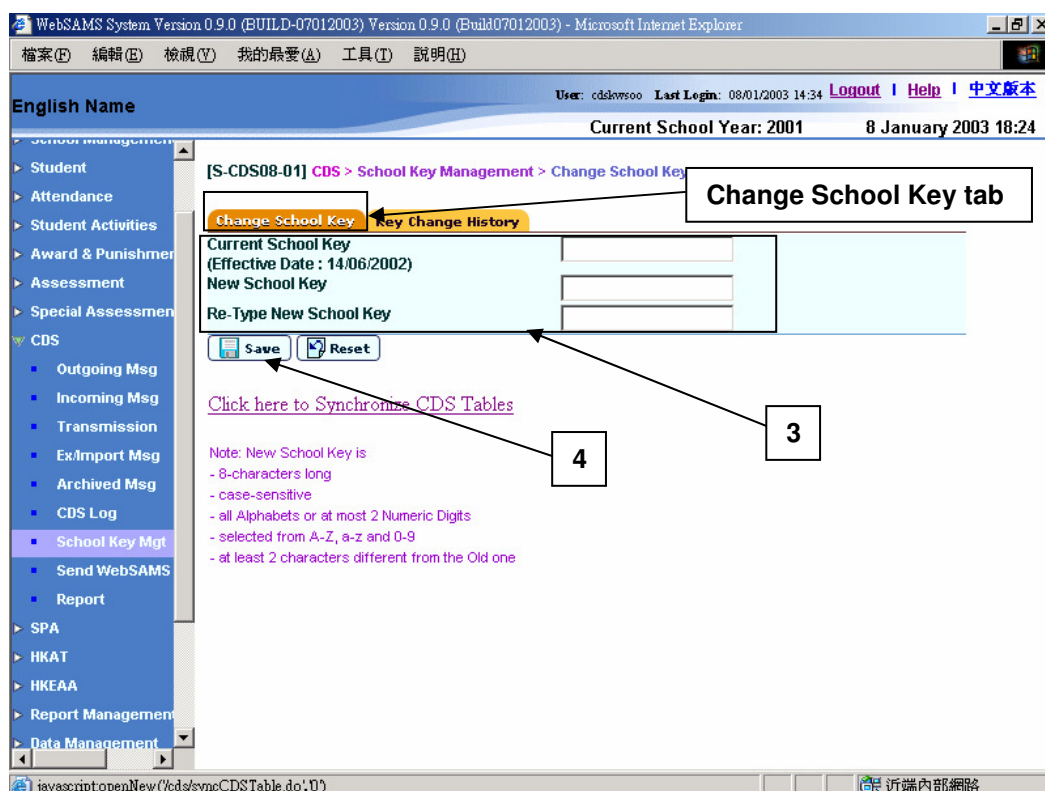
Pre-requisites

1. Only CDS / WebSAMS Administrators and users with appropriate function access right can change School Key when necessary.
2. The current school key is required for submitting a change request.
3. The new school key must consist of A-Z, a-z and 0-9.
4. The new school key must consist of all alphabets or at most 2 numeric digits.
5. The new school key must have at least 2 characters different from the old one.
6. School Key is case-sensitive.



User Procedures

1. Click **[CDS] → [School Key Management]** on the left menu.
2. Click the **Change School Key** tab.



3. Enter the **Current** and **New School Key**. **Re-type New School Key**.
4. Click the **[Save]** button to save the new school key.



Post-effects

1. The New School Key will take effect according to the effective date.
2. The change process will take one day from the submission date.
3. No another submission is allowed when the successfully submitted key change is in processing state. i.e. the "Save" button will be dimmed.
4. If WebSAMS cannot receive any acknowledgements from the EDB on the School Key change request after one day from the submission date, the encryption function that require the School Key will be locked until the next submission of School Key change request has been made. While waiting for an acknowledgement from the EDB, the previous effective school key should be used.
5. The effective date for school key will be updated in encryption and decryption functions once a new key comes to effect.
6. A new record will be added to the Key Change History that is initiated by schools or the EDB.



Notes

1. A message will be prompted when you enter this page if the current school key has expired.
2. The "Save" button will be dimmed, i.e. you can't change the school key again, when a new key is in processing state or to be effective..

2.8.2 Key Change History



Function Description

Users can view history of School Key changes.



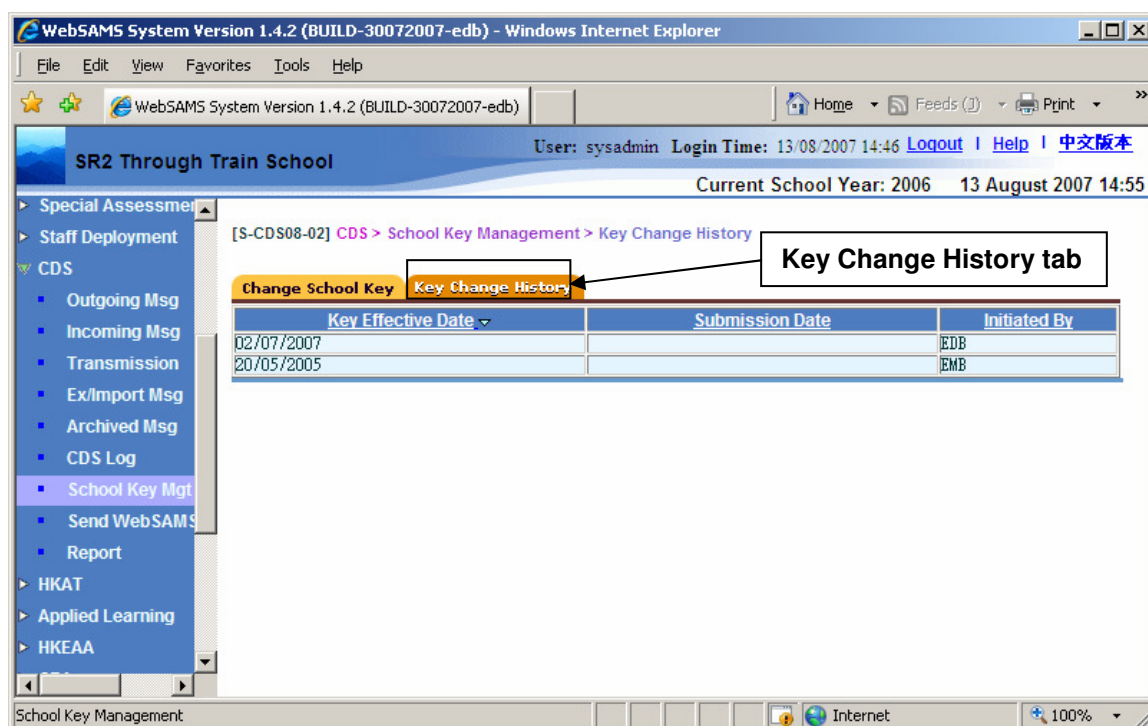
Pre-requisites

Only CDS / WebSAMS Administrators and users with appropriate function access right can perform this operation.



User Procedures

1. Click **[CDS] → [School Key Management]** on the left menu.
2. Click the **Key Change History** tab.



3. The key change history is displayed.



Post-effects

N/A



Notes

1. Every change of school key will be kept in the list which includes changes initiated by the school side as well as the EDB side.
2. Submission date of each key will be provided only for changes initiated by schools.

2.8.3 Synchronize CDS Tables



Function Description

Users can perform synchronization of data between WebSAMS CDS end and EDB end. Such data includes School Key, Common Key etc.



Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “Execute” (Change School Key) function access right can perform this operation.
2. The “websams” folder found in the CDS Installation Kit must be copied to the <WEBSAMS_HOME>\cds\<CDS Destination ID>\system\install folder (e.g. E:\Data\cds\1234567890123\system\install) in the WebSAMS Server.



User Procedures

1. Click **[CDS] → [School Key Management]** on the left menu.
2. Click the **Change School Key** tab.

WebSAMS System Version 1.4.2 (BUILD-30072007-edb) - Windows Internet Explorer

User: sysadmin Login Time: 09/08/2007 12:13 Logout | Help | 中文版本

SR2 Through Train School Current School Year: 2006 9 August 2007 12:17

[S-CDS08-01] CDS > School Key Management > Change School Key

Change School Key Key Change History

Current School Key
(Effective Date : 01/07/2007 - 01/07/2008)

New School Key ← 3

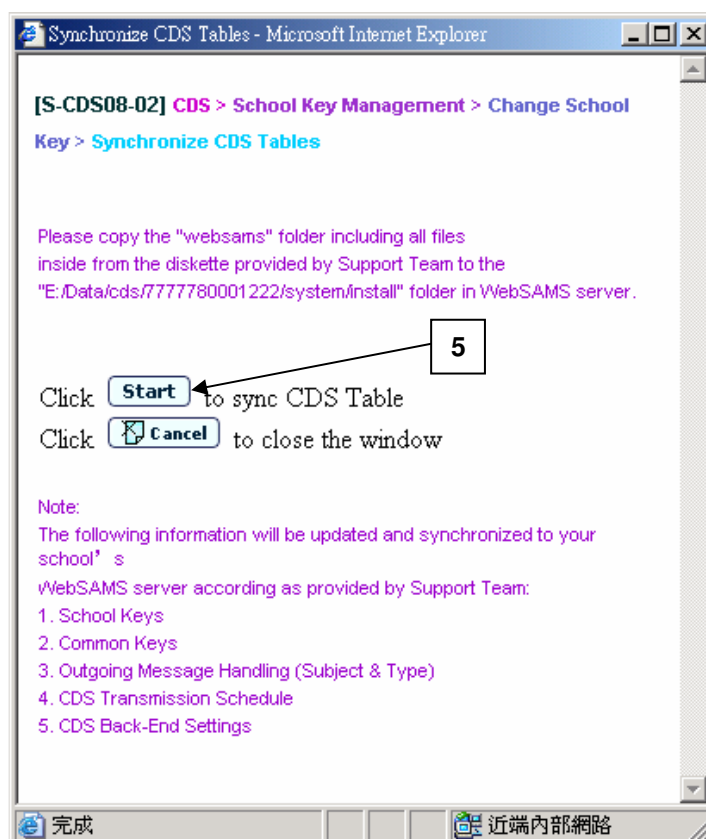
Re-Type New School Key

Reset Save Synchronize CDS Tables

Note: New School Key is

- 8-characters long
- case-sensitive
- all Alphabets or at most 2 Numeric Digits
- selected from A-Z, a-z and 0-9
- at least 2 characters different from the Old one

3. Click on the **Synchronize CDS Tables** link.



4. A "Synchronize CDS Tables" Window will pop up.
5. Click the **[Start]** button to synchronize CDS table.



Post-effects

N/A



Notes

N/A

2.9 Send WebSAMS Version Number

2.9.1 Send WebSAMS Version Number



Function Description

Users can send the WebSAMS Version Number to EDB end.



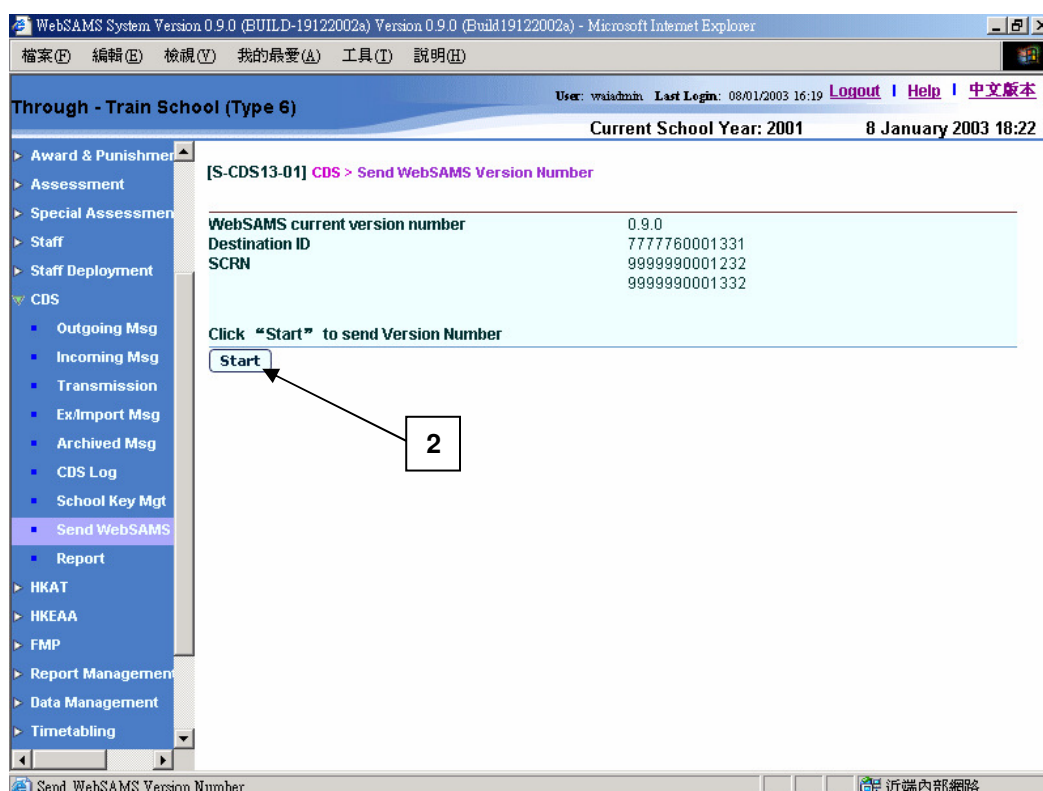
Pre-requisites

Only CDS / WebSAMS Administrators and users with appropriate function access right can perform this operation.



User Procedures

1. Click **[CDS] → [Send WebSAMS Ver]** on the left menu.



2. Click the **[Start]** button to **Send WebSAMS Version Number**.



Post-effects

A message with "SAMS Version Setup" subject and "Data" type will be created in "Maintain Message" page which can be accessed via **[CDS] → [Outgoing Message]** on the left menu once the **[Start]** button is clicked.



Notes

1. The school could trigger this "Send WebSAMS Version Number" function to send to EDB the latest WebSAMS Version Number.
2. The created message should be encrypted with the School Key before sending out.

2.10 Report

2.10.1 Generate Report



Function Description

Users can generate reports in different languages. Currently, the languages available are in English and Chinese.

CDS Reports that can be generated are as follows:

- I. Incoming Message Summary
- II. Outgoing Message Summary
- III. Outgoing Message Handling List
- IV. Daily Incoming Message Received List
- V. Daily Outgoing Message Created List
- VI. Uploaded Message Summary
- VII. Imported Message Summary
- VIII. Exported Message Summary
- IX. Key Change History List

Report formats available are PDF, WORD, RICHTEXT and EXCEL.

The steps to generate each report are similar. As such, this manual will guide in generate one particular report, i.e. Daily Incoming Message Received List.



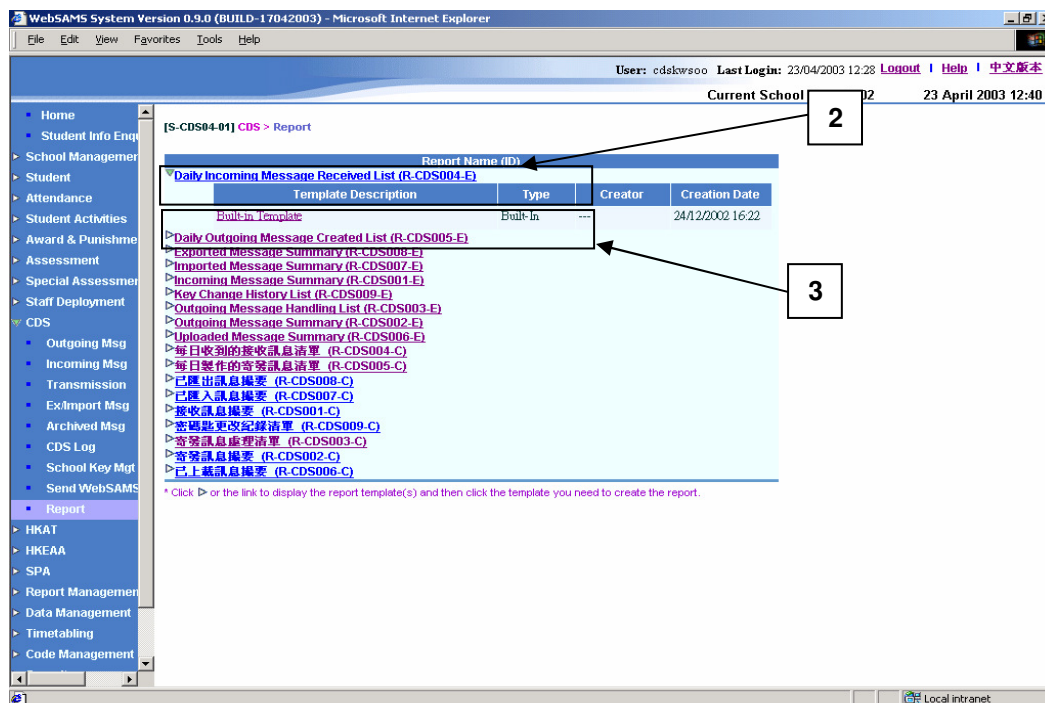
Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Report.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on the machine to view the reports.

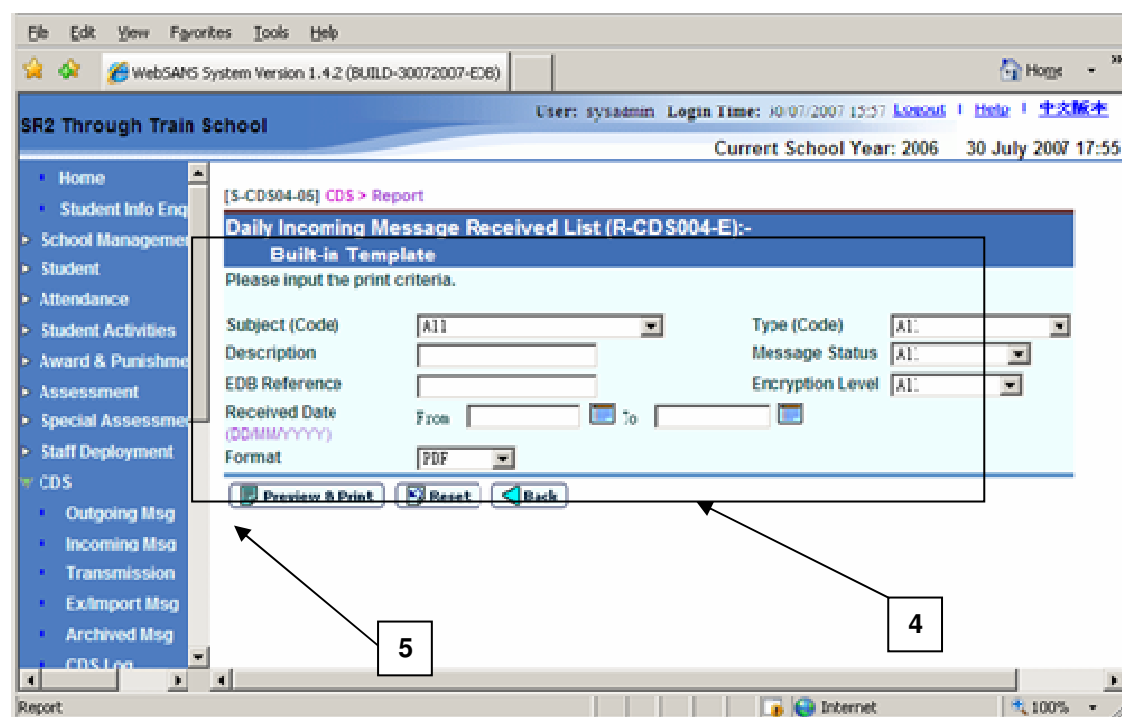


User Procedures

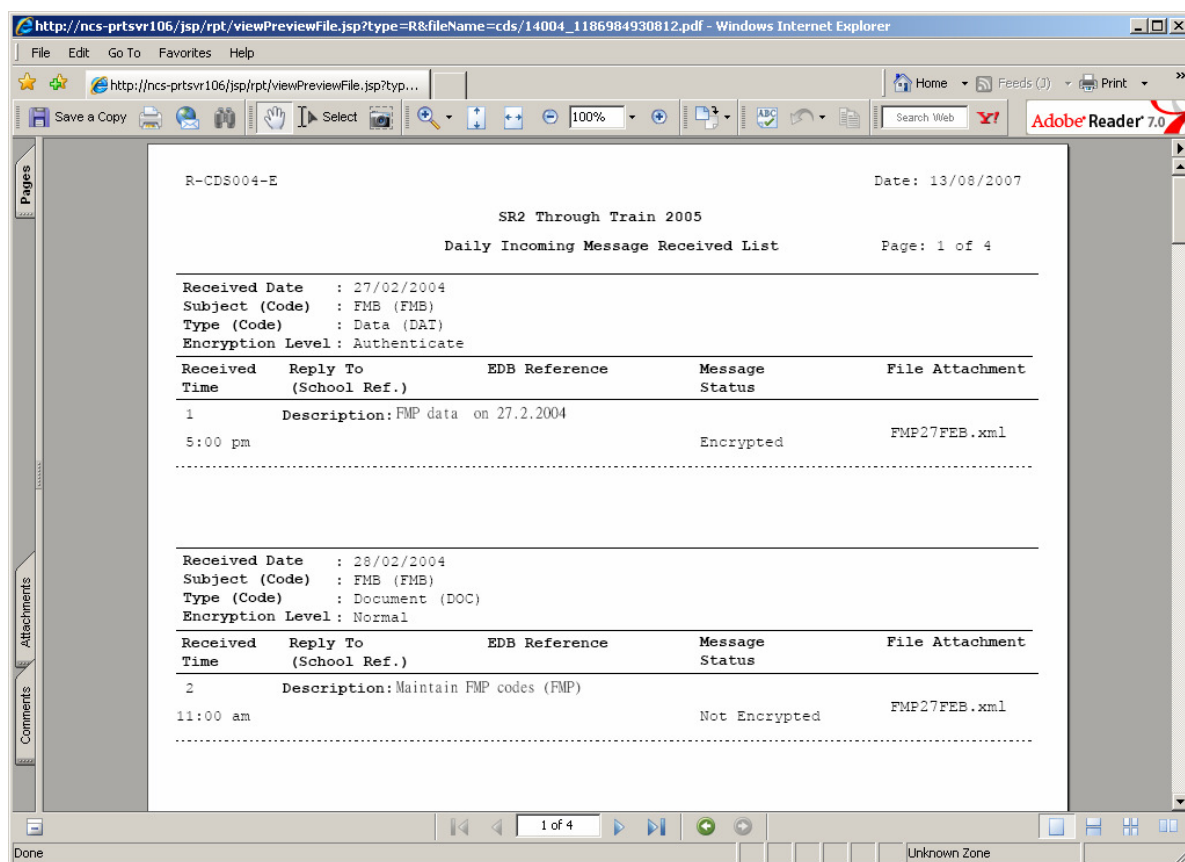
1. Click **[CDS]** → **[Report]** on the left menu.



2. Click on the Report Name (ID) link and a list of built-in and user-defined report templates will be displayed.
3. Click on a Report Template link to generate a report.



- Users will be led to a Report Search Parameter Screen. Key in the Search Criteria and Select the Report Format for Report Generation.
- Click the **[Preview & Print]** button to generate the reports required.



- A new window will pop out displaying the report of the required format if the necessary web browser plug-in supporting the file format is installed.



Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print it out.



Notes

N/A

2.10.2 Incoming Message Summary



Function Description

Users can generate Incoming Message Summary Report.

The generated report will display a summary of all incoming messages grouped by the following fields:

- Subject (Code)
- Type (Code)
- Encryption Level
- Priority



Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports.



User Procedures

Please refer to the User Procedures of **Generate Report**.



Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.



Notes

N/A

2.10.3 Outgoing Message Summary



Function Description

Users can generate Outgoing Message Summary Report.

The generated report will display a summary of all outgoing messages grouped by the following fields:

- Subject (Code)
- Type (Code)
- Owner ID



Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports.



User Procedures

Please refer to the User Procedures of **Generate Report**.



Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.



Notes

N/A

2.10.4 Outgoing Message Handling List



Function Description

Users can generate Outgoing Message Handling List Report

The generated report will display a list of all Outgoing Message Subject Descriptions, Subject Code, Type Descriptions and Type Code available for creating an outgoing message and the corresponding Party to which the outgoing message created will be sent.



Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports.



User Procedures

Please refer to the User Procedures of **Generate Report**.



Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.



Notes

N/A

2.10.5 Daily Incoming Message Received List



Function Description

Users can generate Daily Incoming Message Received List Report.

The generated report will display a summary of all incoming messages grouped by the following fields:

- Received Date
- Subject (Code)
- Type (Code)
- Encryption Level



Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports.



User Procedures

Please refer to User Procedures of **Generate Report**.



Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.



Notes

N/A

2.10.6 Daily Outgoing Message Created List



Function Description

Users can generate Daily Outgoing Message Created List Report.

The generated report will display a summary of all outgoing messages grouped by the following fields:

- Creation Date
- Subject (Code)
- Type (Code)
- Owner ID



Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports.



User Procedures

Please refer to User Procedures of **Generate Report**



Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.



Notes

N/A

2.10.7 Uploaded Message Summary



Function Description

Users can generate Uploaded Message Summary Report.

The generated report will display a summary of all outgoing messages created via the CDS "Upload Data" online function grouped by the following fields:

- Subject (Code)
- Type (Code)
- Owner ID



Pre-requisites

1. Only CDS / WebSAMS Administrators and users with "View" Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports



User Procedures

Please refer to User Procedures of **Generate Report**.



Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.



Notes

N/A

2.10.8 Imported Message Summary



Function Description

Users can generate Imported Message Summary Report.

The generated report will display a summary of all incoming messages being imported into CDS grouped by the following fields:

- Subject (Code)
- Type (Code)
- Encryption Level



Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports



User Procedures

Please refer to User Procedures of **Generate Report**.



Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.



Notes

N/A

2.10.9 Exported Message Summary



Function Description

Users can generate Exported Message Summary Report.

The generated report will display a summary of all outgoing messages grouped by the following fields:

- Subject (Code)
- Type (Code)
- Owner ID



Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports



User Procedures

Please refer to User Procedures of **Generate Report**.



Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.



Notes

N/A

2.10.10 Key Change History List



Function Description

Users can generate Key Change History List Report.

The generated report will display history of School Key Changes.



Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports



User Procedures

Please refer to User Procedures of **Generate Report**.



Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.



Notes

N/A